

Faculty Handbook

**2011-2012
Fort Bragg High School**

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BOARD OF TRUSTEES 2011-2012

Wendy Boise
Robert Hotchkiss
Michelle Norvell
Jennifer Owen
Ryan Perkins
Taylor Murphy – Student Representative

DISTRICT ADMINISTRATION OFFICE

961-2850
Don Armstrong – Superintendent – Ext. 3525
Lura Damiano – Director Special Programs – Ext. 3519
Irma Medina – Payroll- Ext. 3500
Nancy Shaw – Human Resources / Personnel Records – Ext. 3502

FBHS ADMINISTRATION & OFFICE STAFF

Rebecca Walker – Principal
Bruce Triplett – Assistant Principal
Kathy Babcock – Counselor
Marc Boele – Counselor
Eduardo Hurtado – Supplemental Counselor
Madeline Richards – Counseling Office Secretary
Debbi Wasson – Independent Study Secretary
Patty Alcala – Front Office Secretary
Margie Andreis – Front Office Secretary/Athletic Director
Felisha Flud – Front Office Secretary

SCHOOL SITE COUNCIL MEMBERS

Administrator: Rebecca Walker
Teacher: _____
Teacher: _____
Teacher: _____
Classified Staff: _____
Parent: _____
Parent: _____
Parent: _____
Parent: _____
Parent: _____
Student: Esther Espino
Student: Jose Gaona
Student: Che Wachtel

DEPARTMENT MEMBERS AND CHAIRS

Anchor Academy

Kelly Fairall
Katrina Tichinin

AVID

Kayla Davis
Kelly Fairall
Mary Iversen

Counseling

Kathy Babcock
Marc Boele
Eduardo Hurtado

Electives / Career Education

Janet Canning
Kevin Costello
Mary Iversen
Mary Makela
John Skinner
Phil Totten

English/ELD

Marshall Carr
Marina Cochran-Keith
Carrie Fishman
Kyle Kirkley
Stacie Morse
Nicole Nella
Cindy Rusert

Foreign Language

Dan Arreguin
Eve Oliphant

Independent Study

Marina Cochran-Keith
Chantal Musgrove

Mathematics

Mike Crowder
Michael Dow
Virginia Knott
Chantal Musgrove
Jeremy Steinacher

Science

Kayla Davis
Kelly Fairall
Jim Hoch
Steve Wuoltee

Social Studies

Joe Bell
Josh Brown
Stacie Morse
Katrina Tichinin
Phil Totten

Physical Education

Donna Butler
Mark Cimolino

Special Education

Laurel Ellen
Susan Finkelstein
Francesca Piethe
Penny Spencer

Visual and Performing Arts

Melissa Calvert
Erik Rain
Jenni Windsor
Eldon Wolfe

LEADERSHIP COMMITTEE 2011-2012

Kathy Babcock
Joe Bell
Marc Boele
Donna Butler
Marina Cochran-Keith
Kelly Fairall
Virginia Knott
Mary Makela
Eve Oliphant
Cindy Rusert
John Skinner
Penny Spencer
Bruce Triplett
Becky Walker
Steve Wuoltee

SUPPORT STAFF

Associate Student Body (ASB)

Director

Bobbie Duffy

Computer Lab

Computer Lab Aide

Janet Canning

Computer Technician

Tommy Webb

Custodial and Grounds Staff

Head Custodian

Dave Bradley

Night Custodian

Charlie Crane

Night Custodian

Rick Van Wormer

Groundsman

Bob Hartline

Food Service Staff

Food Service Manager

Anita Fenderson

Food Service

Ronda Galliani

Food Service

Donna Smith

Food Service

Instructional Assistants

ESL Aide

Jose Rodriguez

SH Aide

Heather Berritini

SH Aide

Dylan Bietz

SH Aide

Dolly Davis

SH Aide

Nancy Reid

SH Aide

Shannon Van Wormer

Special Education Aide

Kathleen Francis

Special Education Aide

Rachel Lilijberg

Special Education Aide

Debbi Richards

Special Education Aide

Sue Stever

TLC Aide

Mary Celeri

TLC Aide

Dale Hartline

TLC Aide

Nora Williamson

Media Center Staff

Sr. Library Assistant

Bobbie Duffy

Nurses Office

Health Aide

Karen Dunlap

COACHING ASSIGNMENTS 2011-2012

Baseball (Varsity Boys)	Jim Caito
Baseball (Junior Varsity Boys)	Mike Bradley/Bill Hawk
Basketball (Varsity Boys)	Evan Peterson
Basketball (Junior Varsity Boys)	Danny Arreguin
Basketball (Varsity Girls)	Mike Ciancio
Basketball (Junior Varsity Girls)	Marc Mertle
Cheerleading	Michelle Mehtlan
Cross Country	Kayla Davis
Football (Varsity Boys)	Kevin Costello
Football (Junior Varsity Boys)	Justin Sipila
Golf	Marshall Carr
Softball (Varsity Girls)	
Softball (Junior Varsity Girls)	Barbara Steckter/Rita Hanover
Soccer (Varsity Boys)	Danny Arreguin
Soccer (Junior Varsity Boys)	Shel Saunders
Soccer (Varsity Girls)	Tess Albin
Soccer (Junior Varsity Girls)	
Tennis	Phil House
Track & Field	Lin Barrett/Dana Whitehead
Volleyball (Varsity Girls)	Tom Mitchell
Volleyball (Junior Varsity Girls)	Kim Mertle
Wrestling	Bernie Norvell

CLUB ADVISORS

Culinary Arts Club
Environmental Club
Healthy Living Club – H3Livin’ Green
Interact
Key Club
MESA
National Honor Society
Spectrum
Theatre Arts Club

Mary Makela
Kelly Fairall
Petra Schulte and Susan Lightfoot
Marina Cochran-Keith
Stacie Morse
Kayla Davis & Chantal Musgrove
Marc Boele & Katrina Tichinin
Kathy Babcock
Jenni Windsor

FOCUS GROUPS

Organization

Kathy Babcock
Marc Boele
Melissa Calvert
Erik Rain
Stacie Morse
Katrina Tichinin
Phil Totten

Curriculum

Josh Brown
Donna Butler
Marshall Carr
Michael Dow
Kelly Fairall
Nicole Nella
John Skinner
Bruce Triplett

Instruction

Danny Arreguin
Mark Cimolino
Kayla Davis
Kyle Kirkley
Virginia Knott
Cindy Rusert
Penny Spencer
Jeremy Steinacher

Assessment & Accountability

Joe Bell
Marina Cochran-Keith
Susan Finkelstein
Carrie Fishman
Jim Hoch
Chantal Musgrove
Francesca Piethe
Rebecca Walker

School Culture

Kevin Costello
Bobbie Duffy
Eduardo Hurtado
Mary Iversen
Mary Makela
Eve Oliphant
Jenni Windsor
Eldon Wolfe
Steve Wuoltee

*****WASC 6-year self-study is scheduled for the 2012-2013 school year. All Focus Groups provide the documentation and narrative report for their designated area.***

GENERAL INFORMATION

Bell Schedules

Regular Day Schedule	
Period	Times
0	7:16 – 8:10
1	8:15 – 9:09
2	9:14 – 10:09
Break	10:09 – 10:19
3	10:23 – 11:17
4	11:22 – 12:16
Lunch	12:16 – 12:56
5	1:00 – 1:54
Advisory/Tutorial	1:59 – 2:16
6	2:21 – 3:15

Minimum Day Schedule	
Period	Times
0	7:30 - 8:10
1	8:15 - 8:55
2	9:00 - 9:40
3	9:45 - 10:20
Break	10:20 - 10:30
4	10:35 - 11:10
5	11:15 – 11:50
6	11:55 – 12:30
Lunch	12:30 – 1:00

Final Exam Schedule	
Period	Times
0	7:16 – 8:10
Final Exam	8:15 – 10:15
Break	10:15 – 10:25
Final Exam	10:30 – 12:30
Lunch	12:30 – 1:00

Assembly schedules will vary. Check the “Resources for Staff” web page or the staff web locker for the current assembly schedule. Administration will also email an electronic copy of the assembly schedule prior to each event.

Minimum Day Dates

September 19
 October 14
 November 14
 December 16
 January 25, 26, 27
 February 13
 April 9
 June 7, 12, 13, 14, 15

Meeting Dates

The administration may hold a maximum of four hours of after school meetings each month. All certificated staff are expected to attend all scheduled meetings as required by the FBDTA bargaining agreement. All meeting dates are posted on the FBHS web page under “Resources for Staff” and a copy is distributed at the first staff meeting in August.

Daily Bulletin

- The daily bulletin is our major means of communication among students, faculty, and administration and includes the day’s schedule, club meeting notices, deadlines, important dates and other school information.
- The bulletin is posted on the Fort Bragg High School website every school day and should be read by all teachers at the start of ***second*** period.
- Notices to appear in the bulletin should be e-mailed to Felisha Flud or submitted on a request form available in the office and must be signed by a faculty member. Deadline for submission is 10:30 AM the day before in order to be included for the following day’s publication.
- Bulletins may be subject to review and approval by an administrator prior to publication.

Sunshine Committee

To encourage friendship and the spirit of cooperation, we want to nurture, support and recognize the significant life experiences of our school family. The Staff Hospitality Fund is collected annually to meet these needs. The chairperson(s) will recruit staff members to assist in activities as necessary. All staff members are encouraged to contribute to the Hospitality Fund.

Student Aides

FBHS offers a Teacher’s Assistant program in which capable students may be assigned to a teacher to perform clerical tasks. A request for a student aide should be made to the counseling office by submitting an Educational Assistant form (look in your shared folder in your Web Locker or check the Resources For Staff page on our school website). These students are assigned to an instructor for a class period. Teachers are responsible for supervising their aides and for providing meaningful work for them.

GENERAL SCHOOL PROCEDURES/RESPONSIBILITIES

Teacher Work Day

According to the FBDTA Bargaining Agreement, all certificated teachers have a 7½-hour workday exclusive of a half hour duty-free lunch. Teachers are to be on campus at least half hour prior to the start of their first class including conference periods. The teacher workday may be altered for faculty meetings and individual circumstances as arranged by the principal. Teachers are expected to remain on campus until all duties pertaining to students are completed; this includes IEPs and parent conferences. The administration may schedule a maximum of 4 hours of mandatory after school meetings per month. You must inform the front office if you have to be off campus during your conference period.

Conference Period

Each full-time teacher is authorized a conference period to accomplish work directly related to instructional responsibilities. On occasion, teachers may be asked by a school administrator to perform other duties during the conference period, such as supervision, class coverage, or attendance at special meetings and conferences, as the needs of the school require.

Faculty/Staff Parking

Employee parking is designated in the marked areas north and south of the main office. Employees park their cars at their own risk on school property. The district assumes no liability for private vehicles parked on school property.

Mail Services

Staff boxes are located in the front office. They should be checked at the start and end of each day. Incoming mail is distributed the same day it is received. Outgoing mail is collected daily by approximately 1:00 PM. Outgoing mail should be in the main office no later than 12:00 PM for same day collection.

Staff Development Days

Teacher attendance at Staff Development Day activities is mandatory. All teachers must sign in. Any absences during staff development days must be pre-approved by the principal.

Telephones

- Telephones are provided in each classroom for school-related business.
- Whenever possible, personal calls should be made at home to avoid overloading school lines and adding an expense to the district. The district is charged for each outgoing call.
- School-related long distance calls may be made in the main office or counseling offices.
- Personal long distance calls are not permitted on school telephones.

School E-Mail

All school personnel are expected to check their e-mail at the start and end of each school day. Most communication will come in the form of e-mail.

Employee Accidents

Accidents involving employees should be reported immediately to the principal. An Employee Accident Report must be filed with the office. A workman's compensation claim form is available in the office.

Registering Credentials

Each certificated employee is expected to register his/her credential or credential renewal with the District Office prior to reporting for work or as new credentials are earned.

Employee Emergency Information

Employee emergency information is kept on file by the principal and the District Office. Please be sure to report all changes in address and/or phone numbers, including emergency numbers, to the main office as soon as a change is known. It is also important that your records with the district are kept current, even if you leave the district, to avoid delays in receiving W2 forms.

Confidential Information

Teachers are required to keep information about students confidential. They are not to discuss anything about students with anyone who isn't a parent, anyone who isn't connected with the school, or anyone in the school who has no reason to know about the given information. A parent is entitled to know only information about his/her own child. Revealing information about students to unauthorized people is a breach of confidentiality, which can put student, teacher and school district at risk. If there is any question on whether or not to share information with an individual, please refer the matter to an administrator.

Inventory

Each teacher is expected to keep an accurate inventory of all equipment in his/her classroom with a value of more than \$100.00. Inventory sheets are available in the office. Do not include personal property.

Photocopy Machines

There are two photocopy machines available in the office. If you are making 30 or more copies please use the Risograph. Keep copying to a minimum – the costs come directly from the site budget.

Audio-Visual Equipment

- All audio-visual equipment is distributed by the library. Equipment includes such items as overhead projectors, LCD projectors, teacher laptops, tape recorders, slide projectors, etc. The equipment may be assigned on a temporary or permanent basis. You must sign the equipment out in the library.
- All departmental loans are made for an extended period of time or the entire year to those departments who use them regularly. Occasionally the equipment may need to be used in other areas when not in use. It is the responsibility of the teacher to notify the library of any trouble with the equipment so it can be corrected or repaired.
- Borrowing of any school equipment during the school year for personal use is not permitted.

Returning Equipment and Materials

All equipment and materials should be returned to the library as soon as they are through being used. It is extremely important that all audio-visual instructional materials are returned on time so they will be available for the next teacher's request.

Computer Troubleshooting and Repair

If you are having problems with computer hardware or software email Tommy Webb. His email address can be accessed through the FBUSD email accounts. **Do not** contact the district computer technicians directly unless advised to do so by the principal.

Guest Speakers on Campus

Staff is encouraged to secure guest speakers and visitors to come to classrooms and make presentations to students in accordance with our curriculum. Prior approval from the principal must be obtained. The teacher must continue to physically supervise the class when a guest speaker is present. Teachers are advised to always take the following precautions:

1. The teacher is to meet with the guest speaker and determine the scope and content of the presentation prior to the person speaking to the class.
2. The guest speaker is to be advised of the prohibitions in the Education Code regarding controversial matters.
3. All visitors on campus must enter through the main office, sign the "Visitor's Book", and obtain a visitor's badge.

Staff is requested to report any questionable persons on campus without a visitor's badge to the main office.

FACILITY USE AND MAINTENANCE

CARE OF CLASSROOMS AND EQUIPMENT

Teachers shall require students to keep the classroom neat and orderly. Chairs should be left in order after each class and floors checked to see that no paper or other debris has been left for someone else to pick up. Good housekeeping is part of good education. Classrooms are not always cleaned nightly.

SAVING UTILITY COSTS

All staff members are asked to turn off lights, turn down heating systems, conserve energy, and recycle as much as possible.

USE OF SCHOOL FACILITIES FOR NON-SCHOOL FUNCTIONS

Employees may not allow non-site groups to use their classroom or other school facilities without specific permission from the principal or assistant principal. District policy requires all non-school groups using school facilities to fill out a **Facility Use** form available in the office. Refer facility use questions or applicants to the assistant principal.

ATTACHING POSTERS TO BUILDINGS AND HALLWAYS

Posters and notices are to be cleared and initialed in the office. If they have not been cleared and initialed the custodians will take them down. Do not allow posters or signs to be taped or attached to windows, doors or painted walls or surfaces. Signs may be attached to the purple wooden walls in the 100 and 200 buildings.

CLASSROOM APPEARANCE

Classroom decoration and atmosphere play an important part in student attitudes. Make your classroom as interesting and attractive as possible.

REQUESTS FOR REPAIRS

Requests for repairs of equipment or buildings are to be submitted to the assistant principal via email by attaching the appropriate form (WORK REQUEST Facilities Department) available online and in the shared folders of FBUSD Web Lockers. Report all hazardous situations immediately.

<h2>SECURITY</h2>

Securing classroom

It is the responsibility of the teacher to lock his or her classroom door *whenever* you leave your room and no one else is present. Before you leave for the day, lock the windows in addition to turning off lights, adjusting room temperature and locking doors.

Loaning keys

School keys are **NOT** to be loaned or given to students or people not employed by the school district for any reason.

Use of employee's personal equipment at school

Employees who use their vehicles for school business or bring their personal equipment or belongings to school for professional or student use do so at their own risk. The district assumes no liability for loss or damage to vehicles or personal belongings.

Lost and found

Refer all lost or found items to the main office.

EMERGENCY PROCEDURES

Fire

School Signal: Bell will sound repeatedly.

1. Take your class, in an orderly fashion, to the area designated for your room on the emergency map.
2. Take your emergency backpack and class list with you, shut door and leave room unlocked.
3. Take roll of your class once you are in your area and keep your students together.
4. Physical education classes on the field cease activity and remains on the field.
5. During the lunch period, students and staff proceed to the parking lot and wait quietly for further instruction.
6. Before and after school, or during passing time, students and staff evacuate building(s) via the nearest exit and proceed to the parking lot.
7. When all is clear, a long bell will sound to return to class.

Lockdown

Any situation that could be considered life threatening will result in a lockdown of the entire school campus. The following procedures should be followed exactly.

1. A **long loud beep** will be broadcast through the school intercom system.
2. Teachers are to do a quick check of the hallways, and direct any students into your classroom for safety.
3. Teachers must lock their classroom door, secure all doors, windows and other portals, and close blinds.
4. Keep students away from windows or any other openings where students could be at risk for injury.
5. Do not respond to knocks on the door.
6. Any student(s) may be placed in your classroom or work area by a staff member with a master key.
7. Stay off the phones or radios unless you have important information. (We realize there will be tremendous pressure from students to use the phone, but you must strictly adhere to this procedure.)
8. Take attendance and include any students that are placed in your classroom. Hold onto the roster until it is picked up by appropriate rescue or school personnel.
9. All students are to assume the “duck and cover” position as in an earthquake drill.
10. The school administration will do a quick sweep of the halls, secure the campus, and determine the status of the situation.
11. Once the situation is resolved, the site administration will broadcast an “all clear” message over the intercom system. **DO NOT OPEN YOUR DOOR UNTIL YOU HEAR THE ALL CLEAR MESSAGE.**

P.E. classes/students on athletic fields, in gym, during passing periods, or at lunch.

1. Direct all students to the nearest classroom or office.
2. Then follow the procedures noted above.

Earthquake

Inside Buildings

1. Bell will sound repeatedly.
2. When you hear the bell, have students duck, cover and hold for 10 seconds.
3. Move away from windows and heavy suspended light fixtures.
4. When shaking stops or bell sounds, take your class, in an orderly fashion, to the area designated for your room on the posted map. Do not run.
5. Take roll of your class once you are in your area. Keep students together.
6. Do not return to the buildings until they are officially declared structurally safe.
When all is clear, a long bell will sound to return to class.

On School Grounds, Outside of Building

1. Move to open space, away from buildings, trees, and power lines.
2. Lie down or crouch. When shaking stops or bell sounds, report to designated assembly area.
3. Follow steps 4, 5 and 6 above.

Walking To and From School

1. Move away from buildings, trees, and power lines.
2. Lie down or crouch.
3. The safest place is in the open. Do not run.
4. After the earthquake, if on the way to school, continue to school; if on the way home, continue home.

HEALTH SERVICES

A part-time health aide administers minor first aid and checks on medical problems and concerns, contacting parents and/or guardians as necessary.

Passes to the Nurse's Office from Teachers

- Passes are required from all students reporting to the health aide (except emergencies).
- Students are to report first to their regularly scheduled classes and secure a pass from the teacher to the Nurse's Office.
- Students are expected to sign in when they arrive in the Nurse's Office.

Medications at School

Students bringing medication (prescription or non-prescription) to school must leave their medication with the school health aide in the Counseling Office. The health aide or counseling office staff will dispense medication per parent/guardian/physician instructions.

Periods in the nurse's office count in absences toward the 15-day maximum.

Students may only spend one period in the nurse's office. After one period a student must go back to class or call parents to go home. All students who leave during school hours, other than lunch, must sign out in the front office.

Short-term Independent Study

Students whose parents require that they be absent from school for a period of five days to a maximum of fifteen days may request a Short-term Independent Study contract from the counseling office. The request must be made at least five days prior to the absence. It is the responsibility of the teacher to assign one hour of work for each day missed. The work should match as closely as possible the actual class work missed by the student. In order to receive credit, the student must turn in the work on the first day back to school. The teacher must grade the work, determine the number of hours, and submit a sample of the work. No credit may be given without a work sample and without the teacher's evaluation. It is imperative that deadlines be met so that the student may receive credit and the school may receive apportionment.

GRADES AND CREDITS

Grading Periods and Progress Reports

The school year is divided into two semesters, each of which is divided into three grading periods. Grades are issued at the end of each period. **The first and second reports of each semester are progress reports.** The third grading period occurs at the end of the semester with an examination. The final grade for the semester becomes part of the student's permanent record.

Report Cards will be disseminated this year as follows:

1. Grading period closes 9/30/11. Grades due 10/5/11. Grades mailed home to parents 10/7/11.
2. Grading period closes 11/18/11. Grades due 11/30/11. Grades mailed home to parents on 12/2/11.
3. Semester closes 1/27/12. Grades due 2/1/12. Grades mailed home to parents on 2/3/12.
4. Grading period closes 3/16/12. Grades due 3/21/12. Grades mailed home to parents on 3/23/12.
5. Grading period closes 5/4/12. Grades due 5/9/12. Grades mailed home to parents on 5/11/12.
6. Semester closes 6/15/12. Grades due 6/18/12. Grades mailed home to parents on 6/22/12.

Transfers

Students who enter Fort Bragg High School from another school in the middle of a semester will be placed in classes, whenever possible, that match the classes from the other school so that the student may earn semester credit. If a class cannot be matched, the student may earn partial credit. Teachers will be given transfer grades from the transferring school and should use the grade for the appropriate proportion of the semester. For final exams, the teacher should use discretion as to the contents for which the student should be held accountable.

If a student transfers classes within Fort Bragg High School during the 2nd – 9th week of a semester, the grade of the dropped course will not be recorded. If the transfer is in a single department (Algebra IB to Algebra IA) the grade will transfer with the student. If the transfer is between departments, the grade of the dropped course will not be recorded and the student will have the opportunity to earn only partial credit in the new class added. For any change after the 9th week of the semester, the grade for the course dropped will be recorded as a PERMANENT SEMESTER GRADE and will be based on work for the entire semester. Students will have the opportunity to earn only partial credit for the new class added.

Fort Bragg High School

Grading Procedures

The teaching staff at Fort Bragg High School is committed to providing the best educational opportunities to the young people of our community. We strive to have all students reach success in each class and work closely with parents and students to communicate student progress. The following grading procedures are designed to help keep parents and students informed of student progress in all classes.

- At the start of the school year, teachers will provide students a written explanation of their class' grading policy and grade scale.
- Teachers will provide parents and students access to view student grades via the AERIES on-line grading program.
- Within the first two weeks of school, the high school administration office will mail a letter home to parents with their student's verification code and student identification number so that they may create an account to view student information (attendance and grades) using the school's on-line student information system, ABI (AERIES Browser Interface).
- For each semester, parents will receive two progress reports by mail one week after the close of each grading period. Semester grades will be mailed home one week after the close of the semester with the student's final grades and current credit totals.
- All student progress reports reflect the student's grade for the given grading period. Work submitted after the close of the grading period will be reflected on the student's next progress report.
- Once grades are submitted, they may only be modified with the written consent of the administration.
- Teachers may submit a "Grade Change Request" form within five days of the grading deadline if a grading error was found. The site administration will determine whether the Grade Change Request will be approved or denied.
- Teachers may submit an "Incomplete 'I' Grade Request" under the following conditions:
 - a. The student is sick or has "excused" absences during the last week of the grading period and requires additional time to complete class work.
 - b. The student is on a short-term independent study contract during the last week of the grading period and the teacher does not have sufficient work to evaluate the student fairly.
 - c. The student recently transferred to Fort Bragg High School from another school and more time is required to ascertain records to provide an appropriate grade for the course.
 - d. The teacher or student has extenuating circumstances to warrant the request.
(In all the above situations, the site administration will determine whether the Incomplete Grade Request will be approved or denied.)
- At the end of each semester, teachers will submit a PDF copy of their grade book to the counseling office. This information will be used only if a parent challenges a student's grade. Should this occur, every attempt will be made to contact the teacher.
- Parents and students are encouraged to check student grades regularly. Parents and students may check student grades by using an ABI account, by emailing the teacher and requesting a grade update, or by using the grade check forms provided by the counseling office.

Students and parents have many avenues they may pursue to stay abreast of student progress. Should questions arise regarding these procedures, please contact the Fort Bragg High School administration or counseling office.

Criteria for Grades

Evaluation of student achievement must relate to the academic objectives of the school district. The system of symbols used to designate student progress must be readily understandable to pupils, parents, teachers and others concerned with interpretation of student progress. In order to accomplish this, the symbols must be clearly defined in terms of appropriate criteria.

The factors involved in determining marks for achievement are the quality and quantity of work, interpretation and application of knowledge and skills, critical thinking and creativity, and class participation. A guide for the marks A, B, C, D, F and I are as follows:

<p style="text-align: center;">A</p> <p>Produces notably superior work. Receives consistently high marks on class tests. Does all assigned work plus additional work. Shows superior ability to learn facts, principles, and skills; applies them to new situations. Shows capability in critical thinking related to the subject. Demonstrates creativity and originality. Assumes active, alert leadership in learning activities. Is on or above grade level in classes where grade level standards exists.</p>	<p style="text-align: center;">D</p> <p>Shows below average growth in understanding of the subject. Receives consistently below-average marks on tests. Does less than average amount of assigned work, and seldom makes up work missed. Shows below-average ability or initiative in learning and applying facts, principals, and skills. Participates inadequately or ineffectively in learning activities. Shows below-average ability or initiative in critical thinking and creativity.</p>
<p style="text-align: center;">B</p> <p>Masters fundamentals thoroughly, and does above average daily work. Receives consistently above-average marks on class tests. Does all assigned work plus some additional work. Shows above average ability to learn and apply facts, principles, and skills. Does some independent work, showing initiative and originality. Assumes active, alert role of follower, and shows some leadership in learning activities.</p>	<p style="text-align: center;">F</p> <p>Shows little understanding or interest in the subject. Receives consistently failing marks on tests. Seldom does assigned work or make-up work. Shows little progress in learning and applying facts, principals and skills. Demonstrates little ability or initiative in critical thinking and creativity. Does not participate in learning activities and may even be an obstacle to them.</p>
<p style="text-align: center;">C</p> <p>Shows satisfactory grasp of fundamentals. Receives consistently average marks on class tests. Does assigned work, and usually makes up work missed. Shows average ability to learn and apply facts, principals, and skills. Shows average ability in critical thinking, and some originality. Follows class activities and makes some contribution.</p>	<p style="text-align: center;">INC.</p> <p>Teacher must submit an “Incomplete Grade Request Form” with site administration for approval. Student unable to complete the course of study due to justifiable cause. Student has two weeks from the time he/she receives the grade to complete the work. Student must contact the teacher to arrange for make-up work. After two weeks, work completed by the student will be used to determine final grade.</p>

Course Syllabus

Teachers are required to prepare a course syllabus that is distributed to students on the first day of each class. The syllabus explains the scope of a course, class organization, and grading requirements. Copies of these statements should be given to the students to be signed by them and their parent/guardian and returned to the teacher. A copy should also be given to the principal. The course syllabus provides an excellent guide to requirements of each class. See sample in Forms section at the end of this handbook.

Weekly Grade Checks

A student or parent may request a weekly grade check. The student should pick up a “Grade Check” form in the counseling office prior to 8:00 am on Friday and take it to each of his/her teachers.

Homework

a. Policy Statement

- Homework is being required to help students succeed in school; it is not a punishment.
- Teachers should assign homework to students on a regular basis appropriate to the objectives of the course being taught and the achievement levels of the students.
- The quality of the student homework is to be included in the determination of the academic grade of the students.
- Homework is part of the curriculum and is sometimes necessary to achieve the learning required by the district. However, it is to be thoughtfully given and not assigned as a matter of course. The needs of the individual shall be considered in determining the type of homework, and his/her capabilities shall be considered in determining reasonable time limits for assigned homework.

b. Purpose

Homework serves a valid purpose when it accomplishes any or all of the following objectives:

- To enrich school experiences.
- To reinforce learning by additional practice and application.
- To foster initiative, ability to work independently.
- To acquaint the parent with the school program.
- To acquaint parents with their children’s progress.
- To help develop lasting leisure-time interest in learning.
- To teach the student to budget time.
- To provide the opportunity for the student to do creative work without a time limit.

c. Types of Homework

1. Homework that emphasizes mechanical drill.
2. Homework that
 - i. Requires critical thinking.
 - ii. Encourages creativity.
3. Homework should be of a constructive nature, directly related to the course of study.
4. Homework assigned as a disciplinary measure or busy work can result in resentment against home study in general and is not to be done.

d. Amount of Time

1. The amount of difficulty of homework may increase with the maturity of the pupils.
2. Excessive tension and pressure associated with homework are to be avoided.

3. The time demands of homework should not prevent pupils from engaging in other worthwhile, non-school activities.
4. The time demands of homework must not interfere with adequate opportunity for leisure and sleep.

e. Responsibility

1. Responsibility for procedures, time specifications, and other operational matters is delegated to the professional staff.
2. Parents are encouraged to maintain home conditions favorable to study.
3. Homework should not require the use of materials not readily available in the school, most homes, or in public libraries.
4. The parent is a partner and co-worker in participating with the child in homework activities.
5. Teachers are to check and evaluate homework assigned.

Department Chairperson Responsibilities
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The responsibilities of a department chairperson are:

- Report to the principal needs in the department for materials and equipment.
- Conduct scheduled departmental meetings.
- Record minutes of all department meetings on appropriate form and submit a copy to the principal.
- Provide orientation for new teachers coming into the department.
- Review department budget.
- Monitor yearly department Action Plan revisions based on analysis of student assessment data and facilitate dialogue that fosters necessary changes in instructional practice and/or curriculum.
- Serve as department representative on the Leadership committee.

ADVISORY GROUPS (CLASS ADVISORS)

Freshmen (Class of 2015)	Sophomores (Class of 2014)	Juniors (Class of 2013)	Seniors (Class of 2012)
Carr Cochran-Keith Finkelstein Hoch Knott Rain Rusert Windsor	Brown Costello Dow Fairall Fishman Makela Oliphant Spencer Steinacher	Arreguin Calvert Cimolino Kirkley Morse Musgrove Tichinin Wuoltee	Bell Butler Davis Iversen Nella Skinner Totten Wolfe

Clubs and Organization Advisors

General Duties and Responsibilities

As a sponsor/advisor/coach there are some general responsibilities you need to follow in order to help make the workings of the club or organization a success. Some of the responsibilities can and should be delegated to the officers and/or captain(s).

- I. Duties and Responsibilities For All Teacher/Staff Advisors: Advisors should -
 - a. Strive to develop leadership skills within the students in your club or organization.
 - b. Be present at all meetings and activities of the organization. Supervision of organization meetings should be arranged so that advisors in attendance know what has “been going on” in previous meetings.
 - c. Attend any major functions of your organization, such as class or club sponsored dances, homecoming float decorating and/or field trips.
 - d. See that all policies and procedures established for the activities program are observed/accomplished.
 - e. Allow students to “run” their meetings; guide them in the proper use of basic parliamentary procedures, record keeping, etc.
 - f. See that an organization account is opened with the Activities and Athletics Secretary (Margie Andreis) to handle **all** club and class money. All club funds are to be considered student body funds. No club is ever to maintain a private fund, such as a separate bank account.
 - g. See that all money paid and deposited from the club/class account is passed by the club’s president, treasurer and advisor(s); recorded in the secretaries ledger and correctly processed with the Activities and Athletics Secretary. This means having the money properly accounted for with a check request and receipt/bill or money counted and a deposit slip filled out.
 - h. Help the secretary and treasurer become familiar with the keeping of the books and records and make sure the secretary and treasurer’s books are accurate and current.
 - i. Check to see that the treasurer periodically reconciles the ledger with the Activities Director.
 - j. Help officers create a budget and turn in a copy to the Activities Director as well as the Activities and Athletics Secretary before the end of the first grading period each fall.
 - k. Insist that students assume the responsibility of their organization.
 - l. Have all posters approved in the front office. Be sure to hang signs in appropriate areas and with appropriate tape/tacks depending on the surface. Ask questions if in doubt.
 - m. Be familiar with the contents of the Faculty Handbook as well as the Student-Parent handbook.

Student Organizations and Class Responsibilities

I. Club Advisors

- a. See that the club secretary submits a membership list to the Student Council in the fall.
- b. See that the officers check that a current club constitution and proper documentation is on file with Student Council
- c. See that all fundraising events are approved through Student Council to ensure that duplication of events on the same day does not occur.
- d. See that all policy and procedures are followed with respect to student body funds (see policy section).

II. Sports Coaches

- a. See that all fundraising events are approved through Student Council to ensure that duplication of events on the same day does not occur.
- b. See that all policy and procedures are followed with respect to student body funds (see policy section).
- c. See that all site athletics guidelines are followed.

III. Senior Class Advisors

The Senior Year gets easier because the students take more responsibility for their lives. Nonetheless, Senior advisors should be kept well informed and need to do the following:

- a. Attend all Senior sponsored events
- b. Check master calendar for dates, initiate all use of facilities forms and check request forms early in the year. Students can assist in the preparation of the forms.
- c. Make sure Thank You notes are written to those who help out.
- d. Other Senior Activity Information:
 - i. Homecoming – this is a scheduled weeklong, school wide event. Each class is responsible for organizing and producing several items listed below. Ensure that an advisor is present at each practice or workday that is organized through school or on school grounds.
 1. Floats, Lunch Time Activities, Airband, Rally and any other events (see Homecoming handbook each year for specifics)
 - ii. Senior Ball – semi-formal dance scheduled sometime in the fall or spring semester (check master calendar for date)
 - iii. Fundraising – the class has the discretion to decide when and how much fundraising to do, but keep in mind the end of the year activities get expensive for students.
 - iv. Senior T-Shirt – the t-shirt should be designed and prices set early in the year. It is suggested that t-shirts sales are pre-sales only and that money is collected prior to placing the t-shirt order.
 - v. End of Year Activities
 1. Picnic – this is usually a trip to an attraction off campus. This activity involves the sale and distribution of tickets and arrangement of transportation. Only seniors are excused for the day to make this trip. Busses (either charter or school) are used for transportation and students are not permitted to travel in their own cars.
 2. Banquet – this event traditionally includes a program in which all seniors being recognized (slide show or presentation), advisors and/or teachers invited and possibly brief words being said by class officers and advisors.

3. Graduation – assist administration with activities
 - a. Decorations (usually done by families), Caps and Gowns (Jostens and Kelly Fairall), Announcements (Jostens and senior class officers), Class Gift to School, Class Photo (usually with Photo Teacher, Melissa Calvert), Graduation readers (class advisors)
- vi. Fundraising – the class has the discretion to decide when and how much fundraising to do. A fundraising request form must be filled out completely and submitted to Student Council for approval.

IV. Junior Class Advisors

This is the Prom year. Get started early training your students. Require your Officers to be accountable for their actions, decisions and ideas. Junior Advisor duties include:

- a. Attend all Junior sponsored events
- b. Check master calendar for dates, initiate all use of facility forms and check request forms early in the year. Students can assist in the preparation of the forms.
- c. Make sure Thank You notes are written to those who help out.
- d. Other Junior Activity Information:
 - i. Homecoming – this is a scheduled weeklong, school wide event. Each class is responsible for organizing and producing several items listed below. Ensure that an advisor is present at each practice or workday that is organized through school or on school grounds.
 1. Floats, Lunch Time Activities, Airband, Rally and any other events (see Homecoming handbook each year for specifics)
 - ii. Junior Prom – this is the BIGGEST MOST FORMAL DANCE of the year. The preparations for the prom vary and demand close supervision and cooperation by all concerned. Work begins almost immediately. When you plan ahead this can be a great fundraiser. Remember that all money earned will go toward senior activities the following year. The class officers and advisors must work together. Appoint a Prom committee and be organized. (See the Major Dance Worksheet on page 27).
 - iii. Fundraising – the class has the discretion to decide when and how much fundraising to do. A fundraising request form must be filled out completely and submitted to Student Council for approval.

V. Sophomore Class Advisors

Sophomore Advisor duties include:

- a. Attend all Sophomore sponsored events
- b. Check master calendar for dates, initiate all use of facilities forms and check request forms early in the year. Students can assist in the preparation of the forms.
- c. Make sure Thank You notes are written to those that help out.
- d. Other Sophomore Activity Information:
 - i. Homecoming – this is a scheduled weeklong, school wide event. Each class is responsible for organizing and producing several items listed below. Ensure that an advisor is present at each practice or workday that is organized through school or on school grounds.
 1. Floats, Lunch Time Activities, Airband, Rally and any other events (see Homecoming handbook each year for specifics)
 - ii. Fundraising – the class has the discretion to decide when and how much fundraising to do. A fundraising request form must be filled out completely and submitted to Student Council for approval.

VI. Freshman Class Advisors

Freshman Advisor duties include:

- a. Attend all Freshmen sponsored events
- b. Check master calendar for dates, initiate all use of facilities forms and check request forms early in the year. Students can assist in the preparation of the forms.
- c. Make sure Thank You notes are written to those that help out.
- d. Other Freshman Activity Information:
 - i. Homecoming – this is a scheduled week long, school wide event. Each class is responsible for organizing and producing several items listed below. Ensure that an advisor is present at each practice or workday that is organized through school or on school grounds.
 1. Floats, Lunch Time Activities, Airband, Rally and any other events (see Homecoming handbook each year for specifics)
 - ii. Fundraising – the class has the discretion to decide when and how much fundraising to do. A fundraising request form must be filled out completely and submitted to Student Council for approval.

Other Responsibilities and Information

I. Assemblies and Rallies

All assemblies and rallies are to be approved and scheduled through the site administration. It is the responsibility of the teachers to be present and to monitor student behavior at assembly programs. Class Advisors are to sit in areas of supervision assigned by the principal.

II. FBHS Equipment and Facilities

School equipment and facilities may be reserved by a campus organization for sport's night, club dinner or other related activities. An application for a facility use must be made in writing and return to the Athletics and Activities Secretary. Please make sure to do this early and check on the status and availability.

If the organization needs a portable PA system, the principal must be contacted at least a week in advance. If the organization is in need of video recorders, projectors, TV/VCR/DVD, etc. the library is to be contacted.

Student Council has several items for loan/use by student organizations. These items include a propane BBQ, table cover and backdrop, paints, balloons and helium tank, and tables and chairs.

Safeguard school equipment carefully since damage or loss of supplies may be assessed against the account of your class or organization.

III. Dances

Traditionally FBHS has two or three dances a year: the Fall Ball (sponsored by FBHS and Mendocino High School Interact Clubs), the Junior Prom, and the Senior Ball. Sometimes other dances are added to the master schedule. These must be organized by a student organization or class, must receive approval from Student Council and must be coordinated with a site administrator. Please review all behavior guidelines, planning sheets and chaperone information (page 31 & 32).

- Date
 - An organization wishing to host a dance must first check the master calendar in the office to ensure that there is a date open.
 - The organization must fill out an Activity/Fundraiser Request Form for approval through Student Council.
- Time
 - Dances, in general, should end by midnight. However, dances may end later with the consent of Student Council and site administration.
 - The host organization is responsible for finding chaperones who are willing to stay at the dance until the end as well as volunteers to perform other needed functions.
- Location
 - Most dances are held in some school site. A facility request form must be submitted as early as possible to ensure the date is available. If the location is to be “off-campus,” please consider the cost as well as the size. See Major Dance Planning Sheet on page 27.
 - Everyone must remember that if the function is to be held off campus that the facility used automatically becomes a school facility, and all normal school rules concerning behavior, drugs, and alcohol will automatically apply.
- Admissions
 - Dances are limited to Fort Bragg High School students only and their approved guests (see below for Guest Pass). Students may be required to show ID. Students and guests who leave any dance will NOT be allowed to re-enter. The door will remain open for students to arrive within the first hour of the dance. If a student needs to arrive late, arrangements must be made (see below for Late Pass). All money collected should be given to the administrator on duty to be placed in the school safe.
- Chaperones
 - No dance will be approved by Student Council without the commitment of at least six chaperones: two staff members and four parents. All chaperones must be at least 25 years old or a current FBHS staff member. The club or class advisor is expected to chaperone when their organization is sponsoring a dance.
- Guests
 - A student may invite one (1) guest. A guest pass will be available in the office and is due by the end of school (3:15) on the Wednesday before the dance for approval. FBHS students are responsible for the behavior of their invited guest. All guests must be between the ages of 14 and 21.
- Late Arrival
 - If the student must arrive later than one hour after the dance begins (example 10:15 for a 9:00 start time) he/she must submit a late pass available in the front office by the end of school (3:15) on Wednesday before the dance for administrative approval.
- Admission Charge
 - The charge for admission will be determined by the organization sponsoring the dance. Though an organization may host a dance as a fundraiser, it should be remembered that the admission price will directly affect the number of students in attendance.
- Regulations Concerning Behavior
 - All extra-curricular guidelines listed in the student handbook regarding student possession of drugs or alcohol, or student intoxication will be followed at all dances. Any student who refuses the request of the advisors or chaperones or who may otherwise exhibit defiant

behavior are subject to disciplinary action and may be barred from all school dances for the remainder of the year.

VII. Fundraising

- Please consider seeking the advice and recommendations of the site administrators and ASB director prior to organizing and planning any fundraiser.
- The district Wellness Policy shall be followed with respect to fundraising. All fundraisers involving food sales during school hours must have prior approval from Pilar Gray, FBUSD director of food services.
- The fundraising request form must be turned in one week prior to the event to allow for the request to appear on the Student Council agenda.
- **Fundraisers should only be held if the class and advisors feel they are necessary and feasible. There are many organizations fundraising within our community so limiting the number of fundraising events from our site, allows all community organizations the opportunity to raise funds.**

Major Dance Worksheet and Notes

Budget – Check with Margie Andreis on the account balance your club/class holds. Figure out what the class can afford to spend and what the proposed expenses and projected profits are.

Date – The date for many of the dances may have been already chosen by administration so check the master calendar.

Hall/Venue – Consider the number of students you are expecting to attend, the time of the dance and any special decoration ideas. Reserve the venue as soon as possible.

DJ – Ask for DJ information from the Head Class Advisors and the ASB Director. Be sure to secure a DJ as soon as possible (first semester recommended).

Photographer – Ask for photographer information from Head Class Advisors and the ASB Director. Reserve the photographer as soon as possible (first semester recommended).

Dance Permit – Contact the police department and file a dance permit. You will need to ask for two officers to patrol/attend the dance.

Decorations – Form a committee and meet often. Make major decisions with the class officers and advisors present, and always keep in mind the budget. Be resourceful and find recyclables and donations to make your dance the best it can be without going broke.

Refreshments – Consider servings, cost, color (spills on clothing ☹) and image of items you want to serve at the dance.

Bids/Gifts – Consider your budget prior to establishing elaborate bids and gifts.

Chaperones – Divide the dance into shifts and ask site administrators, teachers, staff and parents to chaperone. See general dance planning sheet for shift information.

Set-Up & Clean-Up – Have committees and supervision arrange for both of these duties.

Publicity - Make the event known; start early and announce often (posters, bulletin, flyers).

Payment Checks – Make sure that the DJ and/or decorating crew have a contract or bill in order to have a check written prepared by the Activities and Athletics Secretary. No cash is to be used to pay for these items. The check request should be made at least one week prior to the dance date.

Cash Box – Request a cash box for the event no later than the Monday of the dance from the Activities and Athletics Secretary (Margie Andreis). You may also need a cash box for presale tickets. Please provide ample time to the Activities and Athletics Secretary to prepare that cash box as well.

Coat Check – Have chaperones stationed at the coat check with large garbage sacks with several permanent markers to label the bags. They should be organized in alphabetical order.

Bid Sales Schedule – Have a sign up sheet for students to sell dance tickets EARLY. Send reminders to those students the morning they are to sell.

Thank You's – Once the dance is over and your group has fulfilled all obligations, make sure you send thank you notes to your chaperones, advisors, workers, parents, etc who helped with the event.

- Any questions can be directed through Student Council (meetings TBD, see published schedule)
- Please fill out appropriate paperwork when applicable.

The following is a planning time line for the Junior Class Officers and Advisors organizing the Junior Prom.

September/October

- Organize a Prom Committee and delegate responsibility for tasks.
- Hold a fundraiser if necessary to cover costs.
- Choose a location for the Prom.

November/December

- Reserve the site well in advance – before Winter Break is best. Deposits and contracts must be approved and signed by an Advisor.
- Review finances and plan the prom budget. If more funds are needed, plan a fundraiser ASAP.
- Book the DJ well in advance. Deposits and contracts must be approved and signed by the advisor.

January

- Decide on a theme which lends itself to decorating in a variety of ways.
- Decide on a price for the dance tickets.
- Plan and order decorations, bids, etc.

February

- Arrange for the photographer to take pictures at the Prom. Sit down with the photographer ahead of time and choose a background for photos; be sure the photographer understands where he/she will be located in the building that evening so that he/she can set up in advance and avoid confusion and delays during the prom.

March/April

- Plan and arrange for refreshments to be served.
- Ask for volunteers to chaperone, include both FBHS staff and parents.
- File the dance permit with the Police Department; request officer coverage.

Month Prior to Dance

- Publicity – Use the daily bulletin, posters and school marquee to announce the event. Include when/where the bids will be sold as well as information regarding guest and late passes.

School Dance Planning Sheet

Sponsoring Organization _____ Date of Dance _____
Theme for Dance _____ Ticket Cost: W/ ASB Card _____
Location of the Dance _____ W/O ASB Card _____
Music will be provided by _____ at a cost of \$ _____
Time: From _____ To _____ Photographer (optional) _____
Student Chairperson _____ Advisor _____

1. DANCE DATE

If the date of the dance has not already been selected, sponsoring group must select date and clear it with the Executive Council. Inform Administration when you have secured a date for your dance. Ask Mrs. Alcalá to put date on calendar in office.

2. PRICE

Sponsoring group sets the admission price. Student Body Card holders shall be offered a discount for all dances. The Executive Council should be informed of the price **at least 3 weeks before the dance.**

3. FACILITY USE FORM

A FBUSD Facility Use Form must be filled with the principal of the site, 10 days before the event. You should check on the availability of the site before filing the form. Form should include time for decoration, time for DJ set up (often 2 to 3 hours are required), clean-up time, number of chairs and tables required, kitchen faculty requested, etc. Have the Assistant Principal sign form before you turn it into site principal. One of the copies is returned to you. Custodial fees will be charged to the sponsoring group, if needed.

4. LATE & GUEST PASSES

Late and Guest Passes must be available 5 days prior to the deadline. Deadline for students to return them to them to the office shall be the Wednesday (at the end of school) before the dance. All Late and Guest Passes are subject to approval by the Assistant Principal.

5. ENTERTAINMENT

Entertainment (live band, disc jockey, light show, etc.) should be secured well in advance of the dance. Professional bands are commonly booked 30 to 60 days in advance, especially for the “prom season.” Professional bands often require a deposit. A written contract must be signed by both the person providing the entertainment and the group sponsoring the dance. Be sure to give the check request, with copy of the contract, to Mrs. Andreis one week before dance.

6. REFRESHMENTS

Sponsoring group is free to provide the refreshments of their choice. See Mrs. Andreis for purchase order.

7. STUDENT COMMITTEES

Students should be selected at least two weeks before the dance for clean-up committee, publicity, refreshments, and decorations. A list of these students shall be submitted to **Mrs. Duffy the week of the dance.**

8. CHAPERONES

Chaperones are the responsibility of the sponsoring group. Call chaperones several days before the dance as a reminder.

First Shift Time:	
1	6
2	7
3	8
4	9
5	10
Second Shift Time:	
1	6
2	7
3	8
4	9
5	10

*Chaperone in charge is _____
(Not one of the above)

*Send thank you notes to chaperones following dance.

*A letter of confirmation, a copy of Dance Chaperone Duties, and Guidelines for Student Behavior at Dances should be mailed to each chaperone the week of the dance.

9. **POLICE AND SECURITY**

Contact Fort Bragg Police Dept for Dance Permit at least one week before dance. Make arrangements for two police officers to patrol dance area (inside and out). Cost is approximately \$200.00. Arrangements should be made for an administrator to be at the dance.

10. **CHECK-IN**

Provision for checking coats and purses must be arranged with the chaperone in charge. Tables and workers may be needed.

11. **CHANGE BOX**

Arrange with Mrs. Andreis the week of the dance for a change box.

Guidelines for Student Behavior at Dances

A. BEFORE THE DANCE

1. If a student is going to arrive later than one hour after the dance has begun, he/she **MUST** have a late pass signed by an administrator by WEDNESDAY (3:15 pm) before the dance. All students, and their guests, must arrive within two hours of the start of any dance; no one is admitted after that.

2. If a Fort Bragg student wants to bring a guest, he/she **MUST** have a guest pass signed by an administrator by WEDNESDAY (3:15 pm) before the dance. If a non-Fort Bragg student shows up at the dance and a guest pass is not on file, he/she will not be admitted.

B. AT THE DANCE

1. Purses and coats may be checked in before the dance. At their discretion the chaperones have the right to search students' purses or jackets if they suspect a student has some illegal substance.

2. Guests who behave in an inappropriate manner are the total responsibility of their host. The host shall receive whatever "punishment" is appropriate as if they were the person judged to be behaving inappropriately.

3. At dances, the same rules regarding the use or possession of tobacco, alcohol, illegal drugs, or weapons are in effect that apply at school.

4. After the doors close, students who leave the dance will not be allowed to return to the dance unless arrangements have been made with the chaperones.

5. At every dance, the sponsor of the dance will be responsible for securing a dance permit from the Police Dept. In addition, Fort Bragg police officers will be hired to assist in patrolling the area outside the dance site.

C. ILLEGAL SUBSTANCES

1. If a student or guest is determined to be in the possession of, or under the influence of alcohol or any illegal substance that person will be turned over to the Fort Bragg Police Department. The student's parents will be notified at the time of the incident.

2. If a person is caught at a dance under the influence of any illegal substance, he/she will be suspended from attending any school dance for exactly one calendar year from the date of the offense.

If a student feels he/she has special circumstances which he/she would like to voice in front of a committee (including the administration, the Student Council advisor, and three Student Council representatives) he/she may do so within five school days of the offense. This petitioning may or may not affect the punishment stated above. It is the choice of the student to petition if he/she feels his or her case is special and should be examined more thoroughly. If the offending student is a Senior he/she will be subject to appropriate punishment to be determined by the administration. It is recommended that the administration consider prohibiting participation in some or all Senior activities.

D. INAPPROPRIATE BEHAVIOR

1. It is the judgment of the chaperones to determine when a student (or guest) is exhibiting unacceptable behavior. The student is not allowed to enter or remain in the dance area. ("Unacceptable behavior" in this section does not include being under the influence of any illegal substance. For those cases refer to Section B above.)

2. Police are contacted if the student is not cooperative.

3. The student may be detained in a separate room if the chaperones determine that is appropriate. The student may not return to the dance.

4. When the chaperones determine it is appropriate, the student is released to his or her parents, taken home, or released to leave the dance.

5. The parents will be notified, if not that night, at a later date.

E. AFTER THE DANCE

1. The following provisions apply to inappropriate behavior other than that covered in Section B above (i.e. illegal substances).

2. Students must petition, in writing and in person, to a committee made up of students (from Student Council), the Student Council advisor, and the administration to

- a. explain their behavior (or that of their guest), and
- b. to request permission to attend later dances.

3. The committee will recommend appropriate action to the administration. Some possible recommendations include:

- a. exclusion from later dances,
- b. "work detail" around school,
- c. Seniors may lose the right to participate in some or all of the Senior activities (i.e. Sr. Picnic, Banquet, Graduation Ceremony, etc.).

4. In the absence of a student petition (E2 above) within five (5) school days after the dance the student may not be welcome at later dances.

ASB Finance Policies

I. Policy Guideline Governing Student Body Finances

All money must be handled by the Activities and Athletics Secretary (Margie Andreis) and will be maintained in the ASB bank account. Clubs and classes have separate accounting within the general ASB account and monthly financial reports are printed and distributed to advisors when requested.

General Principles

- Funds derived from the student body as a whole shall be expended as to benefit the student body as a whole, either directly or indirectly.
- Student body funds shall in general be expended so as to benefit the students currently in school because they contributed to the accumulation of such funds.
- Projects for the raising of student body funds shall in general contribute to the education experience of pupils.
- Student body representation shall be required in the management of funds raised by the student body and expended for its benefit.
- Advisors shall participate in the preparation, modification and interpretation of policies, budgets, regulations and procedures affecting student body financial affairs.
- The ASB Activities Director, along with the ASB Treasurer and Activities and Athletics Secretary shall supervise all student body funds.
- All purchases must be pre-approved. This can be either through club minutes or club/organization budgets that are on file with the Activities and Athletics Secretary and Student Council.
- Funds are subject to withdrawal only by requisition with approval by the club/organizations advisor, treasurer and Principal.

Each time money is collected and a deposit is made into your account:

- When an organization wishes to collect money (from a sale or dance) the Treasurer must request, several days in advance, change, a cash box and a receipt book if one is needed.
- All money should be counted before submitting to the Activities and Athletics Secretary. The deposit must be placed in a “bag” along with a completed and double checked deposit slip (ask Margie Andreis for a deposit slip).
- This money will be credited to the organizations account and will be deposited into the bank.
- After evening activities, all money shall be turned over to the Administration in charge will be locked in the school safe. The advisor will keep such money in the safe until it can be counted and given to the Activities and Athletics Secretary.

Each time payment is to be made:

- Before an organization makes a purchase the advisor, Activities and Athletics Secretary and the treasurer must insure that there is money in the account to cover the purchase. On some occasions the general fund will “loan” money to clubs/student organizations to help carry them through the project or dance, with approval from the parties listed above.
- Purchases should be made through the use of a purchase order. If the merchant does not accept purchase orders then items may be purchased and reimbursements made. Please don't abuse this privilege. The purchase orders for clubs/organization funds can be obtained from the Activities and Athletics Secretary. The purchase order should be given to the vendor in exchange for the purchased items. Be sure to tell the vendor to bill the school. If a sales slip is given by the vendor it must be turned into the Activities and Athletics Secretary so payment can be made.
- Payments or reimbursements must be completed on a check request (see Margie Andreis) and have original receipts attached. Keep copies for your records.

Absences From Work

**TO REQUEST A SUBSTITUTE CALL 961-3520
FOR A SAME DAY SUB CALL BEFORE 7:00 A.M.
AFTER 7:00 A.M. CONTACT THE SITE SECRETARY.**

Sick Leave

Teachers earn 10 sick days each year.

Personal Necessity Leave

A total of seven (7) days of sick leave may be used.

Reasons of compelling personal importance to the employee which involve the employee or a member of the employee's immediate or extended family, which require the employee's personal attention, and cannot be attended to outside of the normal working hours.

Compelling personal importance may include urgent emergency professional consultation, or family and personal crises. **Compelling personal importance shall not include withdrawal of services for personal gain or pleasure.**

Bereavement Leave

Bereavement leave is not charged to sick leave. Teachers are allowed absence with pay for no more than three duty days when absent because of the death of a member of their immediate or extended family. Bereavement leave with pay will be extended to a maximum of five days when travel beyond a 300 mile radius, or out of state, is necessary in connection with the bereavement.

Mandatory Court/Jury Duty

Teachers may be absent from duty, with pay, for mandatory court appearances. Obtain a proof of attendance form from the court and attach it to your Verification of Absence form.

ON THE MORNING YOU RETURN FROM AN ABSENCE, COMPLETE A VERIFICATION OF ABSENCE FORM (AVAILABLE IN THE OFFICE).

SUBSTITUTE TEACHERS

The following information will be kept in the teacher's substitute folder:

- Seating charts
- 2-3 days clear lesson plans for use in teacher's absence.
- Notes about any behavior or individual student who should be monitored closely.

The folder will be kept in the front office. In the folder leave instructions about lesson plans if the absence was anticipated and emergency plans if not. Teachers should leave detailed lesson plans so that the substitute is not relegated to "baby-sitter" status.

GRADUATION

Requirements:	<u>SEMESTER UNITS</u>
English	40
Social Studies	30
Science	20
Mathematics	30* (one year must be Algebra plus advanced elective)
Physical Education	20
Foreign Language or Visual/Performing Arts	10
Health	5
Computers	5
Electives	60
Pass CAHSEE	

*See Counseling Office for additional details.

To graduate, a student must earn **220** credits. In addition each student must pass proficiency requirements in writing, reading, and mathematics, and all seniors must successfully complete a Senior Project as part of their English 12 class.

Graduation Ceremonies

Graduation ceremonies are held on the last day of school at 5:00 p.m. in the stadium. Students must meet acceptable academic and behavioral standards to be able to “walk” at graduation.

High School Exit Exam

Students must pass the California High School Exit Exam in order to receive a high school diploma. Students will have several opportunities to take the exam, beginning in the spring of their 10th grade year. The exam consists of two parts, English-Language Arts and Mathematics. A scale score of 350 is necessary to pass each subject; and once a section of the test is passed, the student does not have to retake that section. If a student does not pass both sections of the exam then he or she will be given assistance through English 11 and/or General Mathematics. Students who pass all other requirements for graduation from Fort Bragg High School but fail to pass both sections of the California High School Exit Exam may be able to earn a “Certificate of Completion” rather than a diploma.

Financial Matters

Purchase Orders (District Funds)

The district purchase order system must be followed for all purchases with district funds. You may not charge at stores without a purchase order, or purchase items, then complete a purchase order.

1. Obtain a blank Purchase Order form from the office.
2. Use a separate purchase order for each individual vendor.
3. Get your department chair's approval before submitting purchase order form.
4. Turn in Purchase Order to the office for coding. The principal's signature will be obtained and then the requisition will be forwarded to the district office for processing.
5. After receiving the requested supplies, submit packing slip or shipment receipt to the front office to notify the secretary that the bill can be paid.

Guidelines for Receiving Money

Turn in money daily!!!

All school money collected by a teacher for any purpose should be immediately turned into the office for deposit in the appropriate account. Do not keep money in the teacher's desk or classroom at any time. All payments for damaged books or equipment should be made by the student to the front office. At no time are teachers to directly spend donated cash for school programs.

TAKING ATTENDANCE

Each teacher must take attendance personally.
This responsibility must NOT be delegated to a student helper.

All teachers computers are now equipped with the online attendance through ARIES. A hard copy of attendance MUST be maintained in addition to Aries.

STEPS TO TAKE ATTENDANCE

- Go into Firefox
- In the address window-put <https://abil.fbused.us/adbi/>
- A blue rectangle will come up and ask for your user name and a password
- User name is your first initial and you last name, ex. mandreis
- Password is 95437 (our zip code) for now, you will get to make up your own, later
- Click - log in
- This page is the home page for you to use for: attendance, student information, grade book and where you submit your grades.
- Click on Attendance.
- In the VIEW box scroll up or down to the period you want.
- The names of the students will be in alphabetical order and there will be boxes next to the names.
- You will only be using the boxes with the A = absent, and the T = tardy.
- As you take attendance you just need to click in the yellow entry field either the A or T or if they are present you DO NOT click anything. You do not need to click P.
- When you are finished taking attendance Click – SUBMIT ATTENDANCE.
- If you click “A” and a student comes in within the 30 minutes of class just click the “T” and the “A” will go away. Then click submit again.
- You may make any changes to attendance prior to 4:00 pm. Be sure to click “Submit” at the end of your changes.

ATTENDANCE SHOULD BE TAKEN IN THE FIRST 10 MINUTES OF CLASS.

If you make a mistake, you can go back to that period and correct it AS LONG AS it is the same day. If it is the next day or later, we will still use the blue attendance correction slip. All changes that Patty makes will show up in your attendance program. PLEASE make sure if a student has been absent, that they have a Pink or Purple admit pass from the office BEFORE you let them enter your class. All drop/add changes that the counselors make will show up in your class roster.

Substitutes will still take attendance using roster sheets.

CAUTION:

It is IMPERATIVE that you do not let ANYONE have access to your computer when this window is open. There is personal information available on all your students through this window. Either minimize it or log out of the program so it is not visible to your students after you have finished taking attendance.

FIELD TRIP PROCEDURES

Any time you take students off campus, you must complete this field trip checklist.

Field Trip Permission Forms (available in the office) must be submitted and approved by the principal **at least two weeks** prior to the date of the trip.

Unapproved Dates: No field trips will be approved during testing.

Transportation: All transportation requests are to be filled out and submitted to the principal at least 10 days prior to the planned trip. Transportation request forms are available in the office. It is recommended that teachers call the bus garage (961-2888) and check on bus or van availability before filling out a transportation request form. District policy allows for transportation of students in a private vehicle **ONLY** when the vehicle and driver have submitted all the appropriate documentation and have been pre-approved by the assistant principal.

FIELD TRIP CHECK LIST

- _____ 1. Check master calendar to obtain date for trip.
- _____ 2. **OBTAIN APPROVAL FROM THE PRINCIPAL BEFORE PLANNING A FIELD TRIP WITH YOUR CLASS/CLUB.**
- _____ 3. Make arrangements for transportation (i.e. bus/van). Call bus barn for availability. Fill out the proper form available in the front office. For private vehicles, drivers and cars need to be cleared at least 3 days before they are to drive.
- _____ 4. Field Trip Permission Forms: Fill out the top portion of the form with field trip details. Be sure to obtain site administrative approval for the field trip. Distribute the permission forms to students. Students must return these forms to school with a parent/guardian signature. Make a copy of all the returned permission forms. The original copies of the permission forms are to be given to the office. Copies of each permission form are to be taken on the field trip and kept with the certificated teacher in order to be used in case of an emergency.
- _____ 5. Fill out a Field Trip Itinerary form (available in the office). Leave this form in the office in case an emergency contact needs to be made.
- _____ 6. Provide teachers with a list of students participating in field trip for approval.
- _____ 7. On the day of the field trip, a roster of participating students must be submitted to the front office prior to leaving campus. Sign the roster sheet verifying that the listed students are present for the field trip. If a student plans to attend the field trip, but does not arrive on the day of the field trip, that student's name must be crossed out or deleted. If more than one vehicle is being used, a list of drivers and their assigned passengers must also be submitted prior to leaving campus.
- _____ 8. On the day of the field trip, be sure to have a copy of the administrative emergency phone numbers. If a problem should occur while on the field trip, contact the site principal as soon as possible. If the site principal cannot be reached, call the next administrator on the list until you reach a FBUSD administrator.

Failure to comply with any of these procedures may result in the cancellation of the field trip.

PHILOSOPHY OF DISCIPLINE

Schools have an educational responsibility to promote a positive understanding of discipline. There are three distinct phases of this responsibility:

1. To establish a school environment where the activities of students and adults are orderly and promote a climate of cooperation.
2. To develop an understanding of the need for discipline throughout society.
3. To develop the student's desire for self discipline.

We believe that the best discipline is self-imposed and that each student should learn to assume responsibility for his/her actions.

Our goal is to enhance each student's awareness of his/her personal responsibility by providing an orderly and predictable set of expectations, so each student can choose the course of action which is in his/her best personal interests.

The development of responsible adults is a task that cannot be left solely to the school. We recognize that we are teammates with parents, counselors, support services and outside agencies.

When communicating with parents concerning unacceptable behavior, we attempt to create a plan, mutually agreed, with timelines and benchmarks toward success. Such a plan has its greatest chance for success when it includes the student, the parent, the teacher and the administrator.

STANDARDS FOR STUDENT BEHAVIOR

In order to maintain a school climate in which all students can learn, it is vital for all students to assume responsibility for their behavior. To aid students in making appropriate decisions governing their behavior, the following code of conduct identifying standards and expectations has been developed based on provisions of the various Codes and Regulations.

While the standards are not intended to be exclusive, they illustrate the types of behavior which are appropriate and are necessary in a wholesome "school climate" and shall apply to all students.

THE DISCIPLINE PROCESS

The following are examples of the disciplinary options available to school personnel and teachers are expected to write a formal referral for any significant behavioral infractions (see sample form provided). For the various situations that may occur, teachers may choose to keep the student in class, dismiss them to the front office, or call for immediate assistance depending on the severity of a particular situation. The principal, or designee, will confer with the teacher to determine the appropriate consequences.

Conference - A conference is a meeting between the student and appropriate school personnel. This may include parent/guardian or any community personnel deemed necessary to facilitate resolution of the disciplinary matter.

Detention After School - A student is assigned to a supervised area for a specified period of time after school. Students may be detained in school up to one hour for disciplinary or other reasons. (E. C. Title 5. Sec. 353)

Saturday School Program - Supervised study hall, reading, and discussion are held on Saturdays on a secondary school campus. Depending upon circumstances and with parent permission, this Saturday program may be used in lieu of or in conjunction with out-of-school suspension.

Suspension - Suspension is the removal of a pupil from ongoing instruction for adjustment purposes.

A student may be suspended from class for disciplinary reasons by teacher action. A teacher may suspend for the remainder of the day in which the misbehavior occurred and the day following (the student must spend the period suspended in the administration offices). A principal or designee may suspend a student for not more than five consecutive school days; a suspension may be extended under certain conditions, when an expulsion hearing is pending. There are two kinds of suspension, In School Suspension (ISS) and At-Home suspension.

A pupil shall not be suspended from school or recommended for expulsion unless the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person (2) willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, alcoholic beverage or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.

- j. Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, ‘imitation firearm’ means replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted sexual assault or battery.
- o. Harassed, threatened, or intimidated a complaining witness in a school proceeding.
- p. Committed sexual harassment.
- q. Caused, attempted to cause, or threatened to cause, or participated in hate violence.
- r. Harassed, threatened, or intimidated other students.
- s. Made terrorist threats against school officials or school property (i.e. bomb threat).

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occurs at any time including, but not limited to, any of the following:

1. While on school grounds.
 2. While going to or coming from school.
 3. During the lunch period whether on or off the campus.
 4. During, or while going to or coming from, a school sponsored activity.
- (E.C. 48925, F. C. 48900-48911)

- **Expulsion**

The Board of Education has the authority to expel a student for serious and/or repeated offenses. In certain cases, whenever a student commits an act warranting expulsion, the school principal must recommend expulsion from the school district or justify in writing to the Board the reason(s) why expulsion is not being recommended. Both the student and the student’s parents or guardian shall receive appropriate notices and be informed of the opportunities for hearings on expulsion. Expulsion hearings are formal and legal in nature.

An expulsion recommendation **MUST** be made by the principal or the superintendent for any of the following acts unless the principal or superintendent finds, and so reports in writing to the governing board, that expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident.

- **Grounds for Expulsion:**

Students will be recommended for expulsion for the following violations of the education code:

1. Possessing, selling, or furnishing a firearm.
2. Brandishing a knife at another person.
3. Selling a controlled substance (including alcohol).
4. Committing or attempting sexual assault or battery.

FBHS Disciplinary Action Chart 2011 -2012

In general, students at FBHS are positive and industrious; however, inappropriate behavior does occur. Consequences for inappropriate behavior are outlined in the chart below. Note that repeat offenses affect a more progressively serious disciplinary response than the initial violation. Every attempt will be made to follow the dictates of the chart displayed below. However, the administrator reserves the right to determine consequences based on their perception of the seriousness of an infraction, based on the previous discipline record of the student who commits the offense, and other extenuating circumstances.

Violation	Disciplinary Action 1st Offense	Disciplinary Action 2nd Offense	Disciplinary Action 3rd Offense
Assault (unlawful attempt, coupled with present ability to commit a violent injury to someone) criminal assault (or creating a reasonable apprehension of immediate physical injury to someone coupled with a present ability), and/or battery (willful and unlawful use of force or violence upon another).	5 day suspension, police report and parent conference	5 day suspension, police report, parent conference and referral to appropriate program or possible recommendation for expulsion.	5 day suspension, police report, parent conference and possible recommendation for expulsion.
Cheating/Plagiarism	Warning, no credit on assignment, possible Saturday School, or 1-3 day suspension; parent notified.	No credit on assignment, Saturday School, or 1-3 day suspension; parent notified.	No credit on assignment, 1-3 day suspension; mandatory parent conference.
Class Cuts	Student informed, parent notified by phone, possible Saturday School, letter sent at 7 cuts, letter sent at 10 cuts, possible SARB process at any level, parent conference recommended.		
Cell phone use during class (pagers included)	Warning, device confiscated and returned to parent.	Detention, device confiscated and returned to parent.	Device confiscated and returned to parent and Saturday School; all subsequent infractions will be subject to a 1-3 day suspension.
Defiance of authority and /or disruption to the learning environment	1-2 day detention, or Saturday School, or 1-3 day suspension	1-2 day detention, or Saturday School, or 1-3 day suspension	1-5 day suspension
Dress code violation, i.e. Clothing which encourages or advertises alcohol, drug use, or contains sexual or vulgar language, reflects gang association, including but not limited to, hanging belts, red or blue cloth belts, red or blue bandana's, red or blue shoelaces, hair nets, or any other apparel that detracts from a safe, orderly, and positive learning environment	Documentation and warning; student asked to change clothing or student sent home to change clothes.	Detention or Saturday School, parent notified and student sent home to change clothes.	Sat School or 1-3 day suspension, parent conference and student sent home to change clothes.
Electronic Device Violation (iPods, MP3 players, and other electronic musical devices and video game devices are <u>prohibited</u> on campus.)	Warning, device confiscated and returned to parent.	Detention, device confiscated and returned to parent.	Device confiscated and returned to parent and Saturday School; all subsequent infractions will be subject to a 1-3 day suspension.

Violation	Disciplinary Action 1st Offense	Disciplinary Action 2nd Offense	Disciplinary Action 3rd Offense
Explosives (see weapons)	5 day suspension, police report and possible recommendation for expulsion		
Extortion	5 day suspension, police report and possible recommendation for expulsion		
Failure to serve detention	Saturday School, parent notified	Saturday School, parent notified	Saturday School, parent notified
False Bomb Report	5 day suspension, police report	5 day suspension, police report, and possible recommendation	5 day suspension, police report, and possible recommendation
False Fire Alarm	Sat. School or 1-3 day suspension; parent notified.	5 day suspension, police report, and possible recommendation for expulsion.	5 day suspension, police report, and possible recommendation for expulsion.
Falsifying School Records (i.e. roll sheets, class absences, modifying grades, etc.)	Saturday School, parent notification	1-3 day suspension; parent notified.	3-5 day suspension; parent notified.
Fighting/Mutual combat	3-5 day suspension, possible police report, parent notified.	3-5 day suspension, possible police report, parent notified.	5 day suspension, police report, parent conference.
Forged Notes/Passes	Saturday School and parent notified.	Saturday School and parent notified; notes no longer accepted (phone calls only).	1-3 day suspension; parent notified.
Harassment and/or Sexual harassment	Warning, possible Saturday School, or 1-3 day suspension, parent notified.	3-5 day suspension, possible expulsion	3-5 day suspension, possible expulsion
Inappropriate Physical Contact (pushing, shoving, slapping, etc.)	Detention, Saturday School, or one day suspension.	1-3 day suspension, parent notified.	3 day suspension, parent notified.
Inciting, aggravating, or glorifying a fight/mutual combat of others, and/or an act of violence	1-3 day suspension, parent notified.	3-5 day suspension, possible police report, parent notified.	3-5 day suspension, possible police report, parent notified.
Laser light possession	Warning, device confiscated and returned to parent.	Detention, device confiscated and returned to parent.	Device confiscated and returned to parent and Saturday School; all subsequent infractions will be subject to a 1-3 day suspension.
Littering	Detention, parent notified	Saturday School, parent notified	1-3 day suspension and parent notified
Loitering	Warning, possible parent notification	Warning, parent notification; possible 1-3 day suspension; possible police report	1-5 day suspension and possible police report
No show to office at teacher's request	Saturday School	Saturday School or 1-3 day suspension	1-3 day suspension and parent notified
Off Campus Without Permission	Warning	Detention and parent notified; possible Saturday School	1-3 day suspension and parent notified
On Campus / Off Limits	Warning, parent notified	Detention and parent notified	Saturday School and/or parent conference

Violation	Disciplinary Action 1st Offense	Disciplinary Action 2nd Offense	Disciplinary Action 3rd Offense
Parking Violation	Warning	Loss of parking privileges, possible police report, possible towing of vehicle, parent notified	
Possession or sale of a controlled substance, alcohol, or drug related paraphernalia	5 day suspension, possible police report, parent notified, possible recommendation for expulsion, referral to AODP / Youth Counseling Program		
Profanity – general	Detention or Saturday School, parent notified	Saturday School or 1-3 day suspension, parent notified	1-5 day suspension, parent notified
Profanity – toward personnel	1-3 day suspension, parent notified	3-5 day suspension, parent notified	5 day suspension, parent notified
Racist Slur / Remarks	Saturday School or 1-3 day suspension, parent notified	2-5 day suspension, possible police report, parent notified	3-5 day suspension, possible police report, parent notified
Skateboard on campus	Warning and skateboard confiscated until the end of the school day, parent notified	Skateboard confiscated and returned to parent	Skateboard confiscated and held for the remainder of the semester, parent notified
Tardies (when referred for 3 or more)	Detention (3 tardies)	Saturday School (5 tardies)	Suspension/In-House (7 or more)
Theft of personal or school property	3-5 day suspension, police report, and parent notified	5 day suspension, police report, possible recommendation for expulsion	
Threats against a school employee	3-5 day suspension, possible police report, possible recommendation for expulsion, and parent notified		
Tobacco products, smoking, chewing, possession	1-2 day suspension, parent notified	1-3 day suspension, parent notified, possible parent conference	3-5 day suspension, parent conference
Unprovoked assault	5 day suspension, police report, and possible recommendation for expulsion		
Vandalism / Destruction of property (including graffiti)	1-5 day suspension, possible police report, and possible recommendation for expulsion		
Weapons / Explosives	1-5 day suspension, possible police report, and possible recommendation for expulsion		

FORT BRAGG HIGH SCHOOL DRESS CODE

1. Sandals or shoes must be worn at all times.
2. Shorts and tops must provide adequate coverage: tank tops that are too large or open on the sides are not allowed. The midriff must be covered. Shorts must be mid thigh or longer.
3. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, strapless apparel, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are **PROHIBITED**.
4. Tank tops must have straps at least one inch in width.
5. **No skin shall be visible from a student's armpits to mid-thigh.**
6. Shorts or cut-off pants are not to be worn with long white socks.
7. Shorts, pants, skirts must be worn with the waistband at or above the top of the hip bone. No undergarment can be visible during normal activity.
8. Gang related tattoos must be covered at all times.
9. Studded wrist bands, chains, or any other items that might be used as a weapon are not allowed.
10. Clothing, jewelry, emblems, badges, accessories, or other items that are demeaning to others or that promote or depict tobacco, drugs, drug paraphernalia, weapons, alcohol, hate, violence, profanity, nudity, or sexual references may not be worn or displayed. Examples may include but are not limited to:
 - Playboy bunnies
 - Confederate flags
 - Marijuana leaves
 - Breweries/Wineries, etc.
11. Clothing, jewelry, emblems, badges, accessories, or other items or actions that are evidence of membership, affiliation, or promotion of any gang or gang activity may not be worn or displayed. Examples of these include, but are not limited to the following:
 - Red or Blue- bandanas, hats/caps, shoe laces, cotton belts
 - Cotton belts not tucked into belt loops
 - Hair nets or doo-rags
 - Belt Buckles, hats/caps, or athletic clothing with- "N", "S", "13", "14", Roman Numerals-XIII, or XIV or X3 or X4, and area codes.
 - Athletic clothing displaying "Oakland" or "Raiders" or "Los Angeles" or "Dodgers" logo, colors, or names.
 - No red, blue, black, or brown beads or necklaces including rosary beads.
 - No clothing with the "South Pole" or "Nor Cal" logo visible.
 - No clothing or hats displaying "707" or "North Side" or "South Side" or "East Side" or "West Side" may be worn.

DO NOT DISPLAY UNDERWEAR, BELLY, OR BUSTS!

Board Policy 5132: The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities...Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed by administration and updated whenever related information is received.

Education Code 35294.1: "Gang-related apparel" shall be defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.

LOITERING/LITTERING

There shall be no loitering or littering on or near the FB campus or in the FB parking areas. Violators are subject disciplinary consequences.

OFF CAMPUS

If off-campus lunch privileges are to be maintained at Fort Bragg High School, our immediate neighbors must be shown considerable respect. Therefore, students may not congregate near the FB campus. This includes all alleyways, private yards and adjoining areas behind our school or along side streets.

CLOSED CAMPUS

Once a student arrives on campus they may not leave without an approved off-campus permit except during the lunch period. Fort Bragg Unified School District students may not visit other school campuses during the school day for any purpose. If an emergency exists requiring such a visit, the student must first report to the school administration office requesting permission. Junior high school campuses are closed by FBUSD board policy.

ELECTRONIC DEVICES (Education Code 48901.5)

The governing board of the Fort Bragg Unified School District, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school sponsored activities, or while under the supervision and control of school district employees. Request for exceptions for health reasons must be made to school administration.

While cell phones and music devices have become a cultural necessity, they cannot be used in a classroom or at any school activity in such a way that they interfere with or disrupt that activity. Cell phones may only be used during break and lunch. Cell phones seen during any other time should be confiscated. MP3 players and iPods are not permitted on campus anytime. The classroom environment must be protected and violations will result in disciplinary consequences.

BICYCLES/SKATEBOARDS

With parental permission students may use skateboards, skates, or rollerblades in coming to school or going home, but may not be in possession of these items during the school day. Such traveling gear must be kept in the appropriate location throughout the school day. For everyone's safety, the riding of skateboards, skates, rollerblades and bicycle on campus sidewalks is prohibited.

GANG ACTIVITY

The Board rejects any gang activity, which advocates hazing, drug use, violence, vandalism, disruptive behavior, or other illegal activities on school grounds or at school functions. Students wearing, carrying, or displaying gang paraphernalia, making gestures which symbolize gang membership, or intimidating another student will be subject to appropriate disciplinary action.

VISITORS

Because of the disruption to the instructional process and the potential harm to the safety of FBHS students visitors are not allowed on the campus throughout the instructional class periods or breaks during any school day for social purposes. Visiting parents and other adults without a previously arranged appointment must sign in at the administration office indicating their purpose on campus and receive approval by school officials before leaving the office.

FBHS STUDENT VEHICLE REGULATIONS DRIVING/PARKING

1. Driving on or near campus

- a. Maximum speed limit while driving a vehicle on campus is ten miles per hour (10 mph).
- b. Students are required to observe all driving regulations as designated by the California State Vehicle Code while driving vehicles on or near the campus.
- c. Students who drive vehicles in a reckless manner on or near the campus are liable for forfeiture of their on-campus driving and parking privileges, may be assigned detention, Saturday School, suspended, or referred to the Fort Bragg Police Department.

2. Parking on high school campus

- a. Students are to park their vehicles within appropriate designated student parking spaces.
- b. Students are prohibited from parking their vehicles in the designated Staff/Visitor/unauthorized areas on campus. Students who park their vehicles in these restricted areas will receive a notification of “inappropriate parking.” The students must report to the Assistant Principals’ office upon receipt of this notification.
- c. Continued violations may result in towing of the vehicle at owner’s expense and/or suspension from school. In those cases where students fail to report to the office, the California Department of Motor Vehicles will be contacted to verify ownership of the vehicle.

EXTRACURRICULAR CODE OF CONDUCT

In addition to the aforementioned Rules and Regulations, FBHS maintains an Extracurricular Activities/Athletic Code for elected Student Body Officers, student athletes involved in any interscholastic sport, student representatives in any capacity, student participants in clubs and organizations, and students involved in any activity not directly part of a specific class (i.e., musicals, dramatic events, field trips, etc.). This “Code of Conduct” includes the guidelines for program administration, residential eligibility, academic eligibility, behavioral eligibility, attendance expectations, general rules, consequences for misconduct, and “Commitment to Participate” form.

FORT BRAGG HIGH SCHOOL EXTRACURRICULAR ACTIVITIES/ATHLETIC CODE

INTRODUCTION AND STATEMENT OF PHILOSOPHY

In conjunction with their academic courses of study, Fort Bragg High School students are encouraged to pursue their extracurricular interests and participate in the activities and athletic programs available to them. Participation in these programs is a privilege, which carries with it certain responsibilities. An athletic/activity participant at FBHS is expected to represent high standards and that the Activities/Athletics Code will apply to all participants in our district during the school year. We are concerned with maintaining PRIDE in our programs and we believe that academic achievement, outstanding physical condition, and high moral standards should be top goals for all participants in activities and athletics.

Participants are defined as any students actively participating on any recognized interscholastic athletic team, including managers and statisticians, or members of any student organization or club recognized by the Associated Student Body, or as student representatives in any capacity (i.e. to the Board of Trustees, Site Council, etc.). Activities include all athletic, musical, dramatic events, as well as field trips, dances, and the end-of-the-year graduation ceremony.

This code is designed to promote the ideals of sportsmanship and pride in representing the school and to ensure acceptable standards of participation at all athletic events and school related activities. It applies to all student participants from the date of first entering high school through the graduation ceremony.

PROGRAM ADMINISTRATION

Athletics and extracurricular programs are administered by the Athletic/Activity Director, the Athletic/Activities Council, and FBHS administration.

ATHLETIC/ACTIVITY COUNCIL:

1. The Athletic/Activity Council consists of at least one parent, in addition to the Athletic/Activity Director (who serves as chairperson), and other members who are employees of the FBUSD.
2. The prime function of the council is:
 - a. to enforce the rules of the CIF (California Interscholastic Federation).
 - b. to enforce the rules of the North Coast Section and the Coastal Mountain Conference.
 - c. to maintain and enforce the FBHS Activities/Athletic Code.
 - d. to serve as an appeal body.
3. The Athletic/Activity Council meets prior to each school year (and, for athletics, prior to each athletic season) and, if needed, prior to the conclusion of the school year for the purpose of reviewing and clarifying existing policies.

ELIGIBILITY

Athletes, club officers, ASB members, and other school representatives (i.e. student rep to Leadership Team) must meet eligibility requirements as delineated below. In addition, there may be specific performance standards and/or local, regional, or state organizational requirements which apply to a particular activity or sport (i.e. behavioral eligibility requirements must be met before a student is allowed to attend dances).

RESIDENTIAL ELIGIBILITY:

1. Athletes, club officers, ASB and other student representatives must be residents of the Fort Bragg Unified School District or have on file, with the Assistant Principal, a school board approved inter-district Attendance Agreement, or notarized statement of guardianship for educational purposes signed by the parent and naming a FBUSD resident to act on his/her behalf.
2. Additional CIF residential requirements specific to grade level, legal residence, and transfer status also apply to student athletics. Questions regarding athletic eligibility should be referred to the athletic director or the principal.

ACADEMIC ELIGIBILITY:

1. Academic eligibility applies to athletes, club officers, and all student representatives of the school.
2. Incoming freshmen must have a grade point average of 2.0 (C) or higher in the prior grading period. All other students, including transfer students, must maintain a grade point average of 2.0 (C) or higher and receive no more than 1 "F/NC" (i.e. Fail or No Credit) grade in the previous grading period.
3. Students must be enrolled in at least 6 classes each grading period.
4. It is the student's responsibility to make up all school work missed due to participation in activities/athletics.
5. Although designated as "club" activities, certain band and choir events are integral, required aspects of the courses in which students are enrolled. The 2.0/1 'F' academic eligibility requirement, therefore, shall not prevent such students from participating outside of school time. However, field trips and other day activities for which students are seeking release from other classes will be subject to prior teacher approval by each affected teacher.
6. Should an athlete go academically ineligible prior to the start of a season he/she may have, at the discretion of the coach, the opportunity to try out for a sport, though he/she may not compete until academic eligibility has been established.
- 6a. Should an athlete go academically ineligible during the sport in which he/she is competing, he/she will still be able to continue to practice (but not compete) as long as when the suspension is lifted there is at least one contest remaining in the regular season.

BEHAVIORAL ELIGIBILITY:

1. Students are expected to respect themselves, respect others, respect property, and to generally behave in ways that do not violate the FBHS Behavior Code. Failure to do so will jeopardize eligibility for any and all school activities.
2. Coaches and activity advisors are required to check to see if their athletes/participants are eligible for any given contest or activity.

ATTENDANCE:

1. A student must be in attendance in all classes on the day of a practice, event, or contest in order to qualify to participate that day.
 - a. Medical and/or dental appointments, funerals, court or probation appointments, and religious activities are possible exceptions, subject to interpretation and approval by the assistant principal, or athletic director prior to the absence or on the day of the student's return to school. If an absence is not cleared in this manner the student will not be allowed to participate in the practice, event or contest immediately following evaluation of reason for the absence.
2. If a student misses a practice or a contest for any reason determined to be "unexcused", disciplinary action will be determined by the student's coach. Coaches' policies and team rules regarding consequences for absences (and other infractions) will be clearly explained to students, and submitted in written form to students and the athletic director prior to the start of any given season.
3. A student must be in school on the Friday before a Saturday game in order to be eligible to compete in that game, unless he/she is specifically excused by the principal or a delegated representative.
4. Monitoring athletic/activity absences is a dual responsibility. It is the coach's/advisor's responsibility to check the attendance of each of his/her students to determine if members of his/her team/club is ineligible for a practice, a game, or an activity. Conversely, it is the student's responsibility to inform his/her coach/advisor of an absence.

NOTIFICATION OF ELIGIBILITY:

1. Conduct: If a student becomes ineligible due to improper conduct the assistant principal will notify coaches and/or advisors of date(s) of ineligibility.
2. Academics: Effective the first Friday following each grading period, the Athletic/Activities Director shall notify coaches/advisors of students who have not met the academic eligibility requirements.

RULES

In addition to the academic, residential, and behavioral eligibility standards previously stated, the following rules and regulations established by the California Interscholastic Federation (CIF) and the Fort Bragg High School Athletic/Activity Council apply specifically to FBHS athletics and where indicated, to activities.

1. Students must attend, with parent/guardian, a pre-season athletics/activity meeting, at which time all rules, regulations, and expectations will be reviewed (Ath/Act).
2. At or prior to the time of the first team practice or club meeting, students must turn in to advisor or, in the case of athletics, have on file with the office/AD, the signed portion of the Activities/Athletic Agreement form and a signed copy of team rules. NOTE: Both the participant and the parent/guardian signatures are required (Ath/Act).
3. Student athletes must pass a physical examination conducted by a licensed physician (CIF/Ath).
4. Student athletes must have on file with the office/AD, a current physical form signed by the physician who supervised the examination (Ath).
5. Student athletes must submit certification that parents' medical insurance covers them, or that they have purchased athletic insurance. The name of the insurance company must be entered on the Athletic Release Form and signed by participant and parent/guardian (Ath).
6. Student athletes must sign the C.I.F. Ejection Policy form (Ath).
7. Student athletes and their families will be asked to make a donation to help defray the costs of the athletic program (the requested donation was formerly referred to as the sport athletic participation fee: \$50 – 1st sport, \$35 – 2nd sport, \$15 – 3rd sport, or \$150 family maximum). (Ath).
8. Student athletes may not play on an “outside” league team while participating in high school season of that sport (CIF/Ath).
9. Student athletes may not have reached 19 years of age prior to June 15 (CIF/Ath).
10. Student athletes (varsity football only) must have reached the age of 15 (CIF/Ath).
11. Students must be eligible at the time of election, to run for club, class, or student body office (Act).
12. Students are personally responsible for all school equipment checked out. All equipment must be returned in good condition. Students must pay for any equipment lost or misplaced. The participant understands that she/he will not be allowed to participate in the next sport, continue in the activity, or receive a letter or any award until all equipment is either paid for or returned (Ath/Act).
13. In order to earn a letter, student athletes must complete the season in good standing and be recommended by the head coach. Students ineligible at the start of a season may practice with the team and play when they become eligible. Students who become ineligible may be dropped from the team immediately and also will NOT letter. Ineligible students will NOT travel with the team (Ath). Likewise, students who are ineligible may be members of organizations but will not hold office, travel,

or participate in events until they become eligible. Similarly, students who wish to earn their letter via academic performance must meet all eligibility requirements (Act).

14. Students must attend the awards ceremony concluding the season/activity unless permission to be excused is granted by her/his coach/advisor before the event. The participant must, when possible, contact the head coach/advisor personally to explain extenuating circumstances; otherwise her/his award/letter will not be issued (Ath/Act). Qualified participants in athletics shall be awarded the certificates, block letters, and or emblems as follows:

- A. Junior Varsity participants – certificates.
- B. Varsity participants – block letter, emblems and certificate.
 - 1. 1st year Varsity – certificate, block letter and/or emblem.
 - 2. 2nd year Varsity – certificate, service bar.
 - 3. 3rd year Varsity – certificate, small star.
 - 4. 4th year Varsity – certificate, large star.

NOTE: Block letters will be given by the coach of the first sport in which the student participates. Emblems and certificates will be issued by coaches of subsequent sports.

- 14a. Students who become ineligible before the end of their season and have no chance to become eligible prior to its conclusion will not finish the season in good standing; thus, they will not Letter.
- 15a. Students may not miss any scheduled activity/game unless for medical reasons or pre-authorized school activity. If there is an unexcused absence from practice, the athlete may be suspended or dismissed from the team. An athlete who has first committed her/himself to playing a sport will be expected to participate in that sport over other school activities. Conflicts between activities and sports are to be discussed between coaches, activity advisor, parents and participant and must be resolved at the beginning of the season (state organizations, competitions, conferences, etc.) (Ath/Act). Athletes must complete the required daily practice for both their primary and their secondary sport.
- 15b. Students must choose a primary sport if she/he is participating in 2 activities (i.e. drama, band) or a sport and an activity simultaneously during one season. The student must have on file in the office a signed statement naming his/her primary sport. The student is to arrange with both advisors/coaches for practice to comply with eligibility rules (Ath).
- 15c. Per CIF Constitution and Bylaws, no scholastic games or practices of any kind are to be held on Christmas Day or Sunday (Article 308). However, there may be certain practices, workdays and/or competitions to be held on Saturdays or during school vacation periods in which case coaches are to schedule at the beginning of the season and players notified if participation is required. NOTE: Make-up games may need to be scheduled on non-school days with short notice (Ath).
- 16. Student athletes must abide by all California Interscholastic Federation rules and the Fort Bragg High School Behavior Code (CIF/Ath).
- 17. Students must behave in an orderly manner (on and off the field in the instance of sports) and dress according to the standards of the activity (Ath/Act).
- 18. If an athlete quits one sport without consent of the coaches, she/he cannot participate in another sport until the completion of that season. There is a two week period to select one sport over another when trying out for more than one team. After two weeks of the season, starting with the first day of practice,

no athlete will be allowed to try out for a team unless she/he is new to the district or is late because previous sporting season has just been completed (Ath).

19. Coaches/advisors may set standards of behavior and expectations for their sport/activity which, if violated, may result in the participant being dismissed for the remainder of the season/school year. Each coach shall furnish the participant with a copy of her/his rules and expectations at the beginning of the season (Ath/Act).
20. For all away athletic contests/activities, participants must ride to and from contests/activities in school provided transportation (i.e. district vans, buses, coaches' vehicles, contracted vehicles,) whenever such transportation is provided. At times when district transportation is unavailable, students are expected to ride with coach/district approved drivers (Ath/Act).
21. The FBHS athletic/activity philosophy holds that it is important students ride to and from events as a total team or group. Nonetheless, parents may elect to transport their student (and only theirs) home from a contest or activity if they put a signed "Travel Home With Parent" form on file in the school office before the contest or activity, and if they personally contact the coach/advisor to inform him/her of their intent (Ath/Act).

MISCONDUCT

The examples below are intended to illustrate the types of behavior that are unacceptable for Fort Bragg High School students and the penalties which apply.

A. Offenses involving law enforcement and/or administration

1. Students in possession of alcohol, drugs, or drug paraphernalia, or being under the influence of any drug or alcoholic beverage at any time at school, at a school related activity, or en route to and from either school or a school related activity will be directed to the school administration and/or law enforcement.
2. Law enforcement will be notified when a student is suspended from school for any offense serious enough to be referred to a law enforcement agency for prosecution such as, but not limited to, theft, vandalism, assault, battery, or possession of illegal weapons.

Penalties resulting from such offenses:

1. **First Offense:** Unless expulsion is deemed appropriate or required by law, removal from participation in the current sport(s) and a suspension from all extra-curricular and co-curricular activities/sports participation, from athletic practices to senior end-of-year activities (to include picnic, banquet, and graduation ceremony (see letter following this document), for a period of 45 consecutive activity days. If less than 45 days of the school year or of the sports season remains, the penalty carries over to the next sport season and/or school year. Should this be the case, the athlete is allowed to practice, but not to travel or compete in the second sport, or to participate in school activities until the 45 day suspension is concluded. For offenses occurring while "in uniform", a more severe penalty may be imposed (see D. below).

*During the time of suspension from a co-curricular activity, students will be given alternative assignments to replace the required after school activity.

*An activity day is considered to be any day on which a contest or school activity can legally be held.

2. **Second Offense:** or in the event of a suspended expulsion for the first offense, students will be given a choice of consequences. One choice is to elect dismissal from all activities/athletics for one calendar year from the date of violation. The other is to choose to comply with the conditions of the alternative plan: maintain a 2.0 GPA or “work to potential”, and no “F” grades, good attendance, participation in a counseling program, good citizenship/no behavioral referrals, and satisfactory weekly evaluation on the “pink sheet.” A file is to be kept and presented for review by the Athletic/Activities Council at the end of 60 days. The council will determine if the one year activity suspension must be re-invoked.

B. Offenses involving law enforcement and/or administration (Out of school)

1. Possession of alcohol, drugs, or drug paraphernalia, or being under the influence of any drug or alcoholic beverage at any time.
3. Any extreme offense serious enough that it may be referred to a law enforcement agency for prosecution such as, but not limited to theft, vandalism, assault, battery, possession of illegal weapons.

Penalties resulting from such offenses:

1. Removal from participation in the current sport(s).

C. Offenses referred to school administration only

1. Possession and/or use of tobacco products.
2. Acting in a manner that brings embarrassment to the school.
3. Disrespect/defiance of authority/disruption to the learning environment.

Penalties resulting from such offenses

1. **First Offense:** At administrative discretion, suspension from all activities/sports participation for a period of 5 consecutive school days for activities and/or 1 week of the season for athletics. If an Out-of-School suspension occurs, this penalty will begin upon the student’s return to school. Depending on the duration of the suspension, followed by the 5 day activity suspension, a student could forfeit graduation should the infraction occur in the last two weeks of school. If less than 5 days of the school year remain, the penalty carries over to the start of the next school year. If an athlete is not currently participating in a sport, the violation will be recorded and considered as a first offense when participation in any sport begins. Possible dismissal from team/activity.
2. **Second Offense:** Same as above, or, in the case of activities, exclusion from all events (except graduation) for 20 consecutive school days.

D. Suspension Penalties

Any time a student's behavior results in an Out-of-School suspension, she/he is automatically suspended from activities/athletics participation during the same time period. Students ineligible for disciplinary reasons may neither travel with a school group/team nor attend an event/game while being disciplined.

E. Appeal Process

1. Students shall have the right to appear, with their parents or other designated advocates, to the Athletic/Activity Council.
2. Any offense, including those not specifically listed in the Activities/Athletic Code, may be considered by either the Activities Council or the Athletic Council. The ruling of the council may include a penalty more severe than the minimum penalties listed above.

*FBHS student activities participants are held to a higher standard for the privilege of participation in any school offered activity. As such, they are reminded that they have a moral and ethical commitment to their school and to the activity in which they participate.

E. List of clubs, activities and interscholastic sports teams to which this code applies

Clubs and Activities

Associated Student Body Offices and Commissions
Associated Student Body Student Council
Band
Key Club
Car Club
Choir
Class Offices
Culinary Arts Club
Dances
Field Trips
Graduation Ceremony
Healthy Living Club
Interact
International Club
Lunch Bunch
MESA
Mock Trial
Model U.N.
National Honor Society (NHS)
Odyssey of the Mind
Poetry Slam
Theatre Arts
Wilderness Club

Sports Teams

Baseball
Basketball
Cheerleading
Cross Country
Football
Golf
Soccer
Softball
Tennis
Track
Volleyball
Wrestling