

TULELAKE HIGH SCHOOL



Student Handbook 2026/2027

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<http://www.tulelakeschools.org>

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT

Goals

Achieve academic excellence and meet the needs of ALL students in a safe and supportive environment.

Build future generations by investing, coaching, and setting expectations for students, parents, staff, and the board to support student achievement.

Create effective programs that promote life skills.

TULELAKE BASIN SCHOOL BOARD MISSION

STUDENTS WILL...

- Be happy
- Feel safe
- Utilize local resources
- Be career and community-oriented
- Growing academically, socially, and behaviorally

STAFF WILL...

- Be happy
- Work as a team
- Be engaged
- Be committed
- Growing professionally
- Feel supported and support one another
- Utilize local resources

TBJUSD VISION: INSPIRING FUTURES BY EDUCATING MINDS

Board of Trustees

President
Clerk
Member
Member

Jordan Dodson
Carrie Guthrie
Amy Frey
Myra Chavoya-Perez

TULELAKE HIGH SCHOOL

THS Vision:

Students will be college and career ready by receiving a high quality education that incorporates various levels of technology and best practices in an environment that is positive and healthy.

THS Mission:

Our mission is to maintain high expectations and produce responsible members of society.

Tulelake High School ensures equal access, full participation, and nondiscrimination in high-quality educational and athletic programs and in employment practices for all individuals regardless of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental disability, or physical disability.

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Clubs and Activities

Clubs:

- FFA - Future Farmers of America
- Interact Club – Rotary International
- Academic Decathlon
- TASSEL (TULELAKE AFTER SCHOOL SUPPORT ENRICHMENT AND LEARNING) -After School Program is offered daily from 3:15 - 6:00 pm
- Student Council
- Dungeons and Dragons

Athletics:

- Junior High
 - Girls Volleyball
 - Girls and Boys Basketball
 - Track
- High School
 - Soccer
 - Football
 - Girls Volleyball
 - Girls/Boys Basketball
 - Baseball & Softball
 - Track
 - Golf

Opportunities for Parent Involvement:

- School Site Council
- Curriculum Committees
- Leadership/AVID Team
- WASC Committees
- Booster Club
- ELAC & DELAC
- Class Meetings
- Agricultural Advisory Committee
- Community Schools Advisory Group

Parent Involvement in the School

In order for our students and our school to be successful, we are dependent on you as parents and students to be involved and engaged. Each grade level here at THS has a class advisor who is responsible for that class's fundraising as well as activities. However, we are very much in need of parents to help out along the way. Please let us know if you are interested in volunteering for your child/ren at the school, class parent, fundraising, field trips, chaperoning, being a district approved driver, and many other important roles. Parents are always needed in our classrooms to read to students, assist students with assignments, and provide other assistance to our teachers. All of our parents have skills that will benefit our students. Just having parents in our school is positive. Please contact the office or a teacher if you have time to give. THANK YOU!

Students and Parents...Please Get Involved!

TULELAKE HIGH SCHOOL

2026/2027 Bell Schedule

M-T-TH-F Schedule	
ALL GRADES	
Period 1	8:00 - 8:53
Period 2	8:58 - 9:50
Period 3	9:55 - 10:47
Period 4	10:52 - 11:44
Lunch	11:44 - 12:24
Period 5	12:29 - 1:21
Period 6	1:26 - 2:18
Period 7	2:23 - 3:15

Early Release Wed. Schedule*	
ALL GRADES	
Period 1	8:00 – 8:40
Period 2	8:45 - 9:25
Period 3	9:30 - 10:10
Period 4	10:15 - 10:55
Period 5	11:00 – 11:40
Lunch	11:40 - 12:20
Period 6	12:25 - 1:10
Period 7	1:15 - 2:00

Minimum Day Schedule	
ALL GRADES	
Period 1	8:00 – 8:25
Period 2	8:30 – 8:55
Period 3	9:00 – 9:25
Period 4	9:30 – 9:55
Period 5	10:00 – 10:25
Period 6	10:30 - 10:55
Period 7	11:00 – 11:25
LUNCH	11:25
BUS BELL	11:45

Assembly Schedule	
ALL GRADES	
Period 1	8:00 – 8:50
Period 2	8:55 - 9:40
Period 3	9:45 - 10:25
Period 4	10:35 - 11:20
Lunch	11:20 - 12:00
Period 5	12:05 - 12:55
Period 6	1:00 - 1:45
Period 7	1:50 - 2:35
Assembly	2:35 – 3:15

General Information

Accidents

Every accident in the school building, on the school grounds, at any practice session, athletic event or at any event sponsored by the school must be reported immediately to the person in charge and/or to the school office. An accident report and appropriate paperwork must be completed within twenty-four (24) hours of the actual injury. Parents must be notified immediately of all head injuries and proper protocol shall be followed by staff.

Assemblies

Assemblies are an opportunity for all students to enjoy themselves and learn in a different and exciting environment. Whatever the assembly's topic, all students are expected to participate appropriately.

Breakfast and Lunch

Breakfast is served at the Honker cafeteria each morning at 7:45 a.m. A cafeteria-style lunch is provided to students at The Honker. All 7-11th graders must eat their school-provided lunches in the Honker. 12th graders may eat their meals in the senior hall. The governing board of the Tulalake Basin Joint Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to permit the high school students (grades 9-12 only) to leave the school grounds during the lunch period. Tulalake High School students are allowed to drive or ride off-campus during lunch period. Section 44808.5 of the Education Code further states, "Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section." (Stats.1976, c.1010, operative April 30, 1977). Junior High students must remain in their designated area during lunch time. Students are not allowed to leave campus on minimum days and return to school to ride the bus. Breakfast and lunch shall not be allowed in the classrooms during instructional time.

Student Electronic Device Use (AB 3216 Compliant)

Purpose

The Governing Board recognizes that student access to electronic devices can create distractions, disrupt the learning environment, and negatively impact student well-being. In alignment with Assembly Bill 3216 (2024), the district establishes clear limits on student use of personal electronic devices during the school day.

Policy

In compliance with California Education Code 48901.5 and AB 3216, the district prohibits student use and possession of personal electronic devices during the instructional school day.

For purposes of this policy, electronic devices include, but are not limited to:

- Cell phones
- Smartwatches with communication capability
- Earbuds/headphones
- Tablets or similar personal devices

Devices must be powered off and not visible from the first bell until the final bell at the end of the school day. At the first bell, all devices must be placed in the student's locker or may be left in the student's vehicle and remain there throughout the school day. Backpacks must remain in the student's locker throughout the school day.

All district staff shall consistently enforce this policy to ensure uniform implementation.

Exceptions

Consistent with AB 3216 requirements, exceptions shall be made for:

- Documented medical needs (e.g., diabetic monitoring devices)
- Use required under an Individualized Education Program (IEP) or 504 Plan
- Emergency situations (following emergency situations involving an immediate, verified threat to health or safety on campus.)
- Use approved by school administration for a specific educational purpose

In the event of an emergency, parents will be notified as soon as possible following the incident.

Extracurricular Activities

Students may possess and use electronic devices:

- During extracurricular activities, athletics, and school events; however, for events taking place on campus, the final bell of the regular school day must have rung before devices may be used.
- During off-campus events or travel, unless otherwise directed by staff

Staff supervising activities may establish reasonable guidelines to ensure safety and appropriate conduct.

Enforcement

Violations will not reset until the beginning of the following school year.

First Violation

The device will be confiscated and returned to the student at the end of the school day after the final bell. Office staff reviews expectations with the student. The student will be assigned detention.

Second Violation

The device will be confiscated, and a parent/guardian must pick it up from the school office after the final bell. The student will be assigned detention.

Third Violation

Device is confiscated. For the remainder of the school year, the student will be required to check their device into the school office each day upon arrival and may pick it up at the end of the school day. Parent/guardian must pick up the device following the third violation. Students may be placed on a behavior contract and assigned additional consequences.

Repeated/Chronic Violations

Progressive discipline will continue, which may include:

- Ongoing parent meetings
- Loss of participation in school activities or events
- Other means of correction in accordance with Education Code 48900.5

Refusal to Comply

Failure to follow staff direction regarding electronic devices will result in progressive discipline. Continued refusal that disrupts the educational environment may be addressed under applicable Education Code provisions in 48900.

Additional Guidelines

- Confiscated devices will be secured in the school office safe
- Devices will not be held overnight by the school unless part of an ongoing consequence with parent agreement or parent fails to collect the device at the end of the day
- Confiscated devices will not be returned to students who leave school early for extracurricular activities. A parent/guardian may pick up the device after the final bell, or the student may retrieve the device after the final bell on the following school day of an extracurricular event.
- The district is not responsible for lost or stolen devices
- All discipline will follow progressive intervention practices

Communication and Implementation

In accordance with AB 3216, the district shall:

- Adopt and maintain a policy limiting or prohibiting student device use
- Communicate this policy annually to students, parents, and staff
- Provide training to ensure consistent enforcement
- Review the policy periodically to ensure continued compliance with state law

Legal References

- Assembly Bill 3216 (2024) – Student Smartphone Use Policy Requirement
- California Education Code 48901.5
- California Education Code 48900
- California Education Code 48900.5

Extracurricular vs Co-curricular Activities

Extracurricular activities include participation in sports, clubs and other activities not as an extension of any academic programs. Co-curricular activities are an extension of an academic course, such as FFA trips as a part of the Tulelake High School FFA program. Both programs are subject to grade eligibility requirements. Students shall not participate in contests or go on trips.

Extra-curricular and co-curricular activities are privileges and extensions of the school day. Students shall comply with THS rules and regulations the entire time while participating in or attending extra-curricular activities. Students violating school rules or who are removed from school functions shall be subject to further disciplinary action. Students may not leave an activity and return without special permission from the faculty chaperone on duty at the gate/door.

Counseling

The counselor is here to help you with your academic concerns and graduation requirements. Make an appointment with the counselor to address these concerns. If you have an urgent need, request the principal's secretary to contact the principal, counselor, or an appropriate staff member. **If you have personal concerns, referrals to county behavioral health can be made.**

Chromebooks

All classroom chromebooks must remain on campus at all times. Students will pick-up their school issued device each morning and return it at the end of the day. Students who may need to borrow chromebooks for independent study or other reasons determined by the school may borrow surplus or older designated chromebooks; however, no chromebooks may be removed from the classroom at any time. Anyone defacing a device by marking, writing, tearing, unnecessarily soiling it, or other forms of vandalism will be held responsible (Education Code 48904(a)(1)).

Dropping off Students

Parents are requested to drop students off and pick students up observing the traffic pattern in the parking lot in front of the school. The parking lot in front of the school is for parent/visitor parking. Automobiles are not allowed in the bus lane at any time. Please respect the handicapped zones as reserved for those who are handicapped and display a placard.

Eating/Drinking in the Classroom

Eating and/or drinking in the classroom is a privilege and at the teachers' discretion. Students are prohibited from possessing, consuming, selling, or distributing energy drinks on campus or at school-sponsored events during the school day. Products containing excessive caffeine or other stimulants may be confiscated, and disciplinary consequences may result. No glass containers allowed!!

Head Lice

The administrator, or a designee, will check students suspected of head lice. If evidence of head lice is found, all siblings will be checked and the parent will be notified to pick up the student. Instructions and information will be sent home with the student. The student will be expected to re-enter school the next day accompanied by their parents, after the hair has been treated and all nits and eggs are removed. The student will not be allowed on the bus until cleared by school personnel. Students will be re-checked for three (3) consecutive days and again on the tenth (10th) day. If there is still evidence of lice, the student will be sent home.

Library

The library is open for student use during school hours. Any student who does not maintain appropriate library conduct will be asked to leave the library. Students will pay for lost or damaged books on a prorated scale.

Lockers

Each student is assigned a locker with a school lock to secure personal belongings. Use only the locker/lock assigned to you and keep your locker locked at all times. Do not tamper with another locker or give your combination to another person. All personal items and books, when not being used, are to be kept in lockers. Lockers must be kept orderly and must be kept locked at all times. A locker assignment is for the entire school year unless notified of a change by office personnel. Periodic checks of locker contents are to be expected. District personnel have the right to search lockers. Students should always avoid leaving personal belongings unattended. Valuable items should not be brought to school, and the district assumes no responsibility or liability for loss or theft of property belonging to students. In the event of loss of property, the school authorities will make every effort to recover the lost or stolen property.

Lost and Found

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. Unidentifiable or unclaimed objects can be found in the lost and found bin in the hallway.

Office

The Tulelake High School office is a place of business. Prior to students leaving the classroom to the office, the teacher must notify the office. Visitations to the office are to be limited to business, and students are expected to remain behind the counter. A counter phone is located at the office window for school business and contacting parents/guardians due to student illness. This phone is not for personal use. Phones inside the office are for official school business by school personnel and not for student use. **Students will not be taken out of class to answer phone calls** and only emergency messages will be delivered.

Parent Conferences

The school will hold conferences for all students twice a year. Parents wishing to have a conference with teachers or administration should call 530-236-7432 and make an appointment. On occasion, teachers may request a parent conference and parents will be notified by the teacher or by office personnel. If a parent wishes to meet with a teacher, he/she will need to make an appointment with the teacher.

Parking Lots

The parking lots are restricted areas and students are permitted to congregate on the grass areas only. The student parking lot is located on the west side of the gymnasium. By parking in the high school parking lot, the student in charge of the vehicle consents to a search of the entire vehicle and its contents with or without cause by school officials or police officers.

Passes for Leaving School

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. If you must leave the building because of illness or any other emergency, you must sign out at

the office and obtain parental permission before leaving the school building. **This includes students who have reached the age of 18.** A parent or guardian must sign the student out through the office, or phone the school giving the student permission to leave.

Plagiarism

Unacknowledged, direct copying from the work of another person, or the close paraphrasing of somebody else's work, and presenting the work as if it were one's own, is called plagiarism. Plagiarism is a serious offense that will have consequences for the student. This would include the unauthorized use of AI.

Restrooms

Students may use the restrooms before and after school, between class periods, and during class with teacher permission.

Security Cameras

Security cameras have been placed around the school to protect students and their property. Notify the office immediately if you have concerns. Cameras may be used by school authorities for investigations.

Student Motorized Vehicles

Students who drive any kind of motorized vehicle to school must know and obey the following rules:

- Students may park in the student lot in front of the gym. Students may not park in front of the school by The Honker.
- Speeding or careless driving on the school grounds and on streets bordering the school is not permitted. Law Enforcement will be contacted.
- Sitting in cars during the school day is not permitted
- Loitering in the parking lot is not permitted
- If a student wishes to get something from his/her car during the school day, he/she must obtain permission from the office. (One student will not be allowed to go to another student's car.)
- Students need a valid Drivers License to drive to/from school.
- A violation of any of these rules can result in disciplinary action.

Textbooks

Students may be charged for lost or damaged textbooks. Curriculum and instructional materials will be assigned to the teacher, and the teacher will track inventory.

Visitors

All visitors must check into the office upon arrival on campus and checkout upon departure. Youth not enrolled in THS will not be permitted on campus during school hours.

Work Permits

Work permit applications are available in the office and must be filled out by students seeking employment. Work permits can be denied or revoked for poor academic performance and/or discipline problems. The student must have above a 2.0 in order to obtain a work permit. Completed paperwork must be turned in at least 24 hours before the permit is issued. (For complete details, see Board Policy/Administrative Regulation 5113.2 in the District Office)

Graduation Requirements

Courses taken prior to 9th grade shall not count toward graduation requirements *EC Section 51225.3*. If a student receives a substandard grade for a graduation requirement, they may repeat the course until a satisfactory grade has been earned. Any credit earned with a substandard grade that has been replaced by repeating the course and earning a better grade, has the option to either use the credit toward electives or omit the grade from the overall GPA. If the student opts to use the lower grade as elective credit, they can not use the same course more than once as elective credit. *EC Section 55042*.

College courses shall not be used toward graduation requirements, except for courses that are dual or concurrently enrolled and the course is placed on the high school matrix. Special permission to substitute a THS graduation requirement with an equivalent college course may be awarded, if the THS course a student needs

toward graduation is unavailable due to conflicts in the student's strength of schedule and the course is not able to be taken in following years. Special permission must be approved by the site administrator. Initial course selection and changes made to student course schedules must be approved by the guardian, unless the student is 18 years or older.

If US History is unable to be placed on a student's schedule because of conflicts, and the student schedule is filled with THS graduation or college entrance requirements, the student may take History 1017 and 1018 as a substitute for US History. Both must be taken to replace the THS US History course. ENGL 1001 College Composition and ENGL1501 Advanced Composition Literature can be taken in lieu of a THS English course. Both courses must be taken to replace one year of THS English.

A minimum of 260 credits shall be completed in order to graduate from Tulelake High School in the following subject areas. All areas must meet completion of the state minimum required courses:

Graduating Classes (2025-2027)		Graduating Classes (2028 and Beyond)	
<u>SUBJECT AREA</u>	<u>UNITS REQUIRED</u>	<u>SUBJECT AREA</u>	<u>UNITS REQUIRED</u>
English	40	English	40
Algebra	10	Math	20
Math Elective	30	Science	30
Science	30	Social Science	30
Social Science	30	Visual Performing Arts	20
Visual Performing Arts	20	Physical Education	20
Physical Education	20	Health	10
Health	10	World Language	10
World Language	10	Financial Literacy	10
<u>Electives</u>	<u>60</u>	<u>Electives</u>	<u>70</u>
	260		260

Schedule Changes

Students may request a schedule change within the first (5) school days of the 1st semester, and within the first (5) school days of the 2nd semester. **Parents/Guardians will be notified of all schedule changes prior to the change. Any desired changes after the time frame in this policy shall require administrative approval.** Students who sign up for a class that lasts a year are expected to remain in the class for the entire year.

Graduation Ceremony

All students who have met our district requirements may participate in the graduation ceremony. Only those high school students, who have met all graduation requirements, will be issued a diploma. Additionally, to take part in the ceremony, graduates must have all monies owed for books, cafeteria charges, athletic gear, etc.... and have all disciplinary consequences cleared prior to graduation. Approved attire include the following: matching caps and gowns; earned sashes and chords; personal regalia that is worn around the neck but does not cover the shoulders or arms. Students shall not wear flags over their gowns.

Graduation Seating

To recognize academic achievement, family seating for the commencement ceremony will be assigned based on each graduating senior's cumulative grade point average (GPA).

- Seating assignments will be determined using each student's cumulative total weighted GPA earned from the first semester of ninth grade through the first semester of twelfth grade.
- Families of students with a cumulative GPA of 3.0 or higher will be assigned seating from the front of the venue to the back, in descending order from the highest GPA to the lowest GPA.

- Families of students with a cumulative GPA below 3.0 will be assigned seating through a random lottery drawing conducted during the mandatory graduation practice.
- Seating assignments are final and will be based on official school records as of the established GPA calculation date.

Valedictorian/Salutatorian

Selection of the valedictorian and salutatorian are solely based on the weighted GPAs from the first semester of the student's ninth grade year through the first semester of the student's twelfth grade year. The student with the highest weighted GPA will be the valedictorian, and the student with the second highest GPA will be the salutatorian. The GPAs will be calculated and determined to the nearest ten thousandth of a point. In the event of co-valedictorians, there will be no salutatorian.

Requirements for JH Promotion Ceremony:

All students who wish to take part in the 8th grade promotion ceremony must have passed all core courses and earned at least 25 credits for each full semester they were enrolled in at Tulelake High School. (Core: English, Math, Science, Social Studies, and PE) Students must have all discipline cleared by admin.

Promotion seating

To recognize academic achievement, family seating for the promotion ceremony will be assigned based on each student's cumulative grade point average (GPA).

- Seating assignments will be determined using each student's cumulative total weighted GPA earned from the first semester of 7th grade through the first semester of 8th grade.
- Families of students with a cumulative GPA of 3.0 or higher will be assigned seating from the front of the venue to the back, in descending order from the highest GPA to the lowest GPA.
- Families of students with a cumulative GPA below 3.0 will be assigned seating through a random lottery drawing conducted during the mandatory promotion practice.
- Seating assignments are final and will be based on official school records as of the established GPA calculation date.

Academics

Academic Letters

Academic letters will be given to students who have earned a 3.5 or better (excluding work study, cross-age tutoring and pass/fail classes) for the first semester and through the second semester progress report.

Grade Point Average

The Grade Point Average (GPA) is calculated as an indicator of overall academic performance and is used as a criterion for graduation requirements, honor roll and athletic eligibility. A student's GPA is determined on the basis of the following numbers assigned to the letter grades:

A = 4 points
 B = 3 points
 C = 2 points
 D = 1 point
 F = 0 points

Honor Roll

Students will be placed on the honor roll if they meet the following requirements:

- All grades must be C or better
- Students must be enrolled in at least five academic classes, regardless of grade point average

- The minimum grade point average is 3.00 (pluses and minuses will not be figured in grade point averages for honor roll)

Cumulative grade point averages are determined by the grade point system. They are computed by dividing the total number of grade points earned by the total number of credits. A student's school GPA is calculated on all classes except work-study, cross-age tutoring and all pass/fail classes.

Make-up Work

Students with absences have the opportunity to make up their missed work, as adopted in TBJUSD BP 5121. It is the student's responsibility to request make-up work from teachers. **All make-up work for days absent must be completed within an equal number of school days.** Long-term assignments, such as book reports, critical analysis, etc., are due on the given date even if a student has an excused absence.

Progress Reports

Progress reports will be mailed home three times each semester during the school year.

Report Cards

All students enrolled in courses at Tulelake High School shall receive grades for those courses. Report cards will be issued once each semester. Letter grades are used to designate a pupil's progress on California State Standards:

- A = Outstanding Achievement
- B = Above Average
- C = Average
- D = Below Average
- F = Failure
- P = Pass

The grade given at the end of the semester is a cumulative grade for that semester and is the one that is recorded on the student's final transcript.

Attendance

Tulelake High School students are expected to attend classes every day and to be in class on time. The attendance policy requires a combined effort on the part of the administration, faculty, parents and students. The attendance policy is a written statement of attendance expectations and consequences for non-attendance. The purpose of the attendance policy is to help students to assume responsibility, increase learning, earn credit, improve grades, and graduate from High School. Perfect attendance is determined by in-seat attendance or attendance that is required by school sponsored activities such as sports, FBLA and FFA. No excused or unexcused absences are allowed.

Attendance Policy

Students are required to attend classes in accordance with compulsory full-time education laws (Ed. Code 48200). Categories for attendance accountability include the following:

1. **Excused:** An excused absence is defined under Board Policy. The teacher is to allow a student to make up the work missed during absences to the degree possible for such work to be completed. An excused absence shall be granted for the following reasons:
 - a) Personal Illness - Students will receive up to 5 personal illness days per semester. Each personal illness after 5 per semester will require a medical note to be excused.
 - b) Quarantine under city or county direction
 - c) Medical, dental, or optometry services
 - d) Attending funeral service of an immediate family member
 - e) Exclusion for not having been properly immunized; such absence excused for not more than five days
 - f) Required court appearance
 - g) For a student who is the custodial parent of a child who is ill or has a medical appointment during school hours.

2. **Warranted (Excused by Administration):** A warranted absence, requested in writing prior to the absence, requires approval in advance by a school administrator. These include, but are not limited to the following:
 - a) Employment conference or interview
 - b) Religious holidays or celebration
 - c) College visits (limited to three days per year).
 - d) Bereavement beyond excused absence days.

Any absence under this section, which is not requested in advance and in writing, will be considered unexcused and work may be made up only at the teacher's discretion.

3. **Unexcused:** Unexcused absences include, but are not limited to the following:
 - a) Oversleeping
 - b) Cut
 - c) Lack of transportation, care of siblings, other non-illness absences
 - d) Family trips and vacations
 - e) Any absence, which is not cleared within five days after the student returns to school.

A student's grade will not be negatively impacted by an excused absence as long as all work is made up within a specified time (e.g., one day make-up time for one day absent).

Arranging for a Planned Absence

If a student plans to be absent for a minimum of one school day to a maximum of 15 school days per school year, an independent study contract will be issued upon request. A request must be made to the school secretary based upon how long the contract is for to prepare the contractual absence form. It is recommended the student request a contract for a planned absence at least 5 days in advance, prior to the absence. If a contract is not requested at least five days prior to the absence, the student may not receive all requested work in time for the absence due to short notice. In this case, work may be collected and returned by the student following the absence. Students will have no more than five days to complete the independent work after the absence. Should the last day of school fall within those five days, the work shall be submitted by the last day of school to receive credit.

Contracts may be renewed upon satisfactory completion of the contractual work for each course.

- **Satisfactory Completion Standard for Each Course:** Must complete all work with at least an average **"D"** on the assigned work.

Once the Contractual Absence Form is prepared, the school secretary will give it to the assigned grade level Independent Study Teacher and follow the procedures below:

- The assigned IS teacher will hand out a course sheet to each teacher of the student to be completed. The teachers will return the completed assignment sheets with work attached to the IS teacher.
- The IS teacher will turn in the completed contract to the site administrator
- The student must complete all assigned work following the **Satisfactory Completion Standard** for each course as stated above
- For a pupil participating in an independent study program that is scheduled for 15 school days or fewer, each written agreement shall be signed, during the school year in which the independent study program takes place, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable.

Failure to follow these procedures will result in a failing grade being assigned for the contract period and the absences being recorded as unexcused. Students who fail to complete any part of their contract may not be issued another contract in the future for 3 years including in-state transfers. Student contracts will be tracked through transferring Tulelake schools (i.e. 6th to 7th grade). Students who leave school and are not on a contract or do not enroll in another school may receive an **"F"** in each course as the quarter/semester grade.

Tardy Policy

A student will receive a tardy to class if he/she is not at his/her assigned seat and ready to work with appropriate materials **BEFORE** the tardy bell rings. Tardies reset at the beginning of each quarter/mid semester progress report dates and at the end of the first semester.

Consequences:

1st through 3rd tardies **across** classes: Warning

4 or more tardies **across** classes: Parent contact. Student assigned detention. Every detention served, clears 4 tardies. If two detentions or more are skipped, students may be assigned Saturday school, 3 or more students serve in-house. Off campus lunch privileges may be revoked until tardy/detentions are cleared.

Students may have the opportunity to attend Saturday School to clear tardies. Eight (8) tardies will be cleared when the student completes the assigned Saturday School. There will be NO rescheduling of assigned Saturday School due to a conflicting schedule.

Admit Slips

All students who have been absent for one or more periods during the day are required to obtain an admit slip from the office before attending the class or classes that they have missed. Admit slips are to be obtained as soon as you arrive at school. Failure to obtain an admit slip in a timely manner will result in a tardy. Upon your return to school, check with the office to determine your absence status, as absences that have not been excused will be recorded as unexcused absences. Unexcused absences must be cleared within seven (7) days.

Cutting Class

The following constitute cutting class, being ten, or more, minutes late for class, leaving class or campus without permission, or staying out of class beyond a specified time limit.

Illness at School

Any student who becomes ill or is injured during the school day should go to the office. The secretary will contact the parent, guardian, or emergency contact before the student is released.

When a child is too sick to attend school:

The child does not feel well enough to participate comfortably in educational tasks and the staff cannot adequately care for the sick child without compromising the educational program for other students.

The goal of Tulelake High School is to have all students who can benefit from educational instruction present in class. However, if the child is ill with a contagious disease that could potentially infect other students and staff, the educational process is compromised.

Medical Appointments

Every effort should be made to schedule appointments outside of the school day. Any doctor or dental appointment scheduled during the school day must be excused through the high school office. At the doctor/dental office, a slip will be given to the student for the doctor to sign and it must be returned to the high school office when the student returns to school. A medical appointment is excused **60 minutes before and 60 minutes after an appointment** unless prior permission for special arrangements is made. Students not following this procedure will receive an unexcused absence.

Procedure for Excusing Absences

Parents should call the high school office at 530-236-7432 the same day as their child is absent. Telephoning may start at 7:30 a.m. and continue until 4:00 p.m. An answering service is provided at all other times. A record of all calls is kept in the office. Students may bring a note to school to excuse an absence, but calling is encouraged.

Saturday School

Saturday school can be attended to do one of the following: make up 1 unexcused absence, reduce 8 tardies, help with academics, or be assigned as a consequence by administration.

School Attendance Review Team (SART) and/or School Attendance Review Board (SARB)

After a student's third unexcused absence (on different days), they will receive their first school Attendance Review Board(SARB) letter. After the fourth unexcused absence, the student will receive the second SARB letter and may be scheduled to attend SART(Student Attendance Review Team) with Tulelake Basin Joint School District. After the fifth unexcused absence they will receive their third SARB letter and may attend a meeting of the SARB board in Alturas. Per Education Code 49067(b), unexcused absences must be cleared within seven (7) days of the absence. Student's unexcused absences may result in law enforcement being contacted.

THS Discipline Matrix

The matrix will be used as a guide. There are occasions when the principal or principal's designee must administer less severe or more severe discipline than outlined in this handbook to meet the requirement of *reasonable* disciplinary consequences. Administration will make decisions that will best modify student behavior.

OFFENSE	1 st OFFENSE	2 nd OFFENSE	3 rd OR MORE
Dress Code Violation	Students will correct violations and contact parents to bring appropriate school attire.	Students will correct violations and contact parents to bring appropriate school attire and detention.	Students will correct violations and contact parents to bring appropriate school attire and detention.
Inappropriate use of computer or the Internet; Violation of school technology contract.	Detention assigned, device may be confiscated; Other alternative discipline	Student suspended from technology use for 2 weeks, detention Other alternative discipline	Student suspended from technology use for remainder of trimester, Other alternative discipline
Leaving campus at any part of the day without office/parent permission	Detention; Other alternative discipline	Detention; Other alternative discipline	Detention, possible law enforcement contacted, Truant step; Other alternative discipline
Non- Assaultive Health and Safety Violation; Ex: spitting, etc.	Detention	Detention or 1-3 day suspension.	Detention or 1-3 day suspension.
Possession of Nuisance Items – items that disrupt the campus or classroom and/or have no educational purpose or value at school. (An item's value to school is determined by staff.)	Items confiscated. Detention	Items confiscated. Parent contacted. Detention, or 1 day suspension.	Items confiscated. Parents contacted. Detention, 1-3 day suspension.
Profanity or vulgarity	Detention	Detentions, Parent Contacted or 1 day suspension	1-3 day suspension
Personal Displays of Affection	Warning – Counsel or 1 day detention	3 day detention	Detention or 1-3 day suspension
Disrupting School Activities or Defiance to Staff.	Detention	Detention, Parent meeting	Detention, Parent meeting or Other alternative discipline
Poor Behavior with a substitute teacher	Detention	Detention	Other alternative discipline 1-3 day suspension

Cheating/Plagiarism	Parent contacted; "F" grade assigned or student makes up assignment. Detention.	Parent contacted; "F" grade assigned or student makes up assignment. Detention.	Parent contacted; "F" grade assigned or student makes up assignment. After school detention.
Forgery or falsification of notes, forms, passes, etc.	Detention.	Detention.	Detention
Profanity directed toward a staff member/Verbal Attack	Detention or 1-3 day suspension	1-3 day suspension.	2-5 day suspension
Physical Attack upon school staff member*	5 day suspension, possible recommendation for expulsion, law enforcement contact	5 day suspension, possible recommendation for expulsion, law enforcement contact	5 day suspension, law enforcement contact, recommendation for expulsion
Committing an obscene act.	Detention, or 1 day suspension.	Detention, or 1-3 day suspension.	Detention, 1-5 day suspension and/or recommendation for expulsion.
Stealing, attempting to steal or in possession of stolen property.*	Detention or 1-3 day suspension.	Detention or 1-5 day suspension. Law enforcement contacted.	2-5 day suspension and/or recommendation for expulsion. Law enforcement contacted
Gambling	Detention, or Other alternative discipline	Detention, or Other alternative discipline	Other alternative discipline
Fire Alarm Tampering	1-3 day suspension; law enforcement contacted	3-5 day suspension; law enforcement contacted.	5 day suspension, law enforcement contacted, and/or recommendation for expulsion
Unlawfully in possession, used, or under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.*	5 day suspension; law enforcement contacted.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; recommendation for expulsion.
Unlawfully furnished or sold any controlled substance, alcoholic beverage, or intoxicant of any kind.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; recommendation for expulsion.	5 day suspension; law enforcement contacted; recommendation for expulsion.
Possession, sale or manufacture of drug paraphernalia.*	Detention and/or 1-5 day suspension; possible law enforcement contact.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.
In possession or used tobacco or nicotine products	Detention and/or 1-3 day suspension; Other alternative discipline	2-5 day suspension; law enforcement contacted.	5 day suspension; law enforcement contacted and/or recommendation for expulsion.
Committing or attempting to commit robbery or extortion.	1-3 day suspension; law enforcement contacted.	3-5 day suspension; law enforcement contacted.	5 day suspension; law enforcement contacted; recommendation for expulsion.
Caused or attempted to cause damage to school or personal property, including vandalism and graffiti.	Detention or 1-5 day suspension; Possible expulsion, law enforcement contacted.	3-5 day suspension; law enforcement contacted and/or recommendation for expulsion.	5 day suspension, law enforcement contacted, and/or recommendation for expulsion

Vandalism	Cleaning up mess, parents held accountable for fixing or paying for damages, possible suspension	Cleaning up mess, parents held accountable for fixing or paying for damages, 1 day of suspension	Cleaning up mess, parents held accountable for fixing or paying for damages, 3 days of suspension
Possession of any gun, knife, explosive or dangerous objects.	Detention and/or 1-5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	1-5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.
Sexual Harassment	Detention, or 1-3 day suspension. Possible law enforcement contacted.	Detention or 1-3 day suspension. Possible law enforcement contacted.	1-5 day suspension; law enforcement contacted and/or recommendation for expulsion.
Committed or attempted to commit sexual assault.*	1-5 day suspension; law enforcement contacted, and/or recommendation for expulsion.	3-5 day suspension; law enforcement contacted, and/or recommendation for expulsion.	5 day suspension; law enforcement contacted, and recommendation for expulsion.
Harassment, threats or intimidation. Student to Student / Student to Teacher	Detention, or 1-3 day suspension.	Detention or 1-5 day suspension.	3-5 day suspension and or recommendation for expulsion.
Harassment, threat or intimidation towards a witness involved in a school disciplinary proceeding. Including calling a student "snitch, rat, narc, etc."	Detention, or 1-3 day suspension.	Detention, or 1-3 day suspension.	3-5 day suspension and/or recommendation for expulsion.
Cyber bullying (see Ed Code 48900r) including inappropriate or threatening social website postings, e-mails, texting, Social Media, etc..	Detention, or 1-3 day suspension; possible law enforcement contacted. Cell phones are not allowed at school for the remainder of the year.	1-5 day suspension; possible law enforcement contact.	3-5 day suspension; law enforcement contacted and/or recommendation for expulsion.
Videoing and/or other harmful media and/or posting such media on a website or text.	Detention or 1-3 day suspension. Cell phone not allowed at school for remainder of the year.	2-5 day suspension	3-5 day suspension
Thoughtless or Careless Behavior that results in injury/harm to another	Detention or 1-3 day suspension	Detention or 1-3 day suspension	2-5 day suspension
Instigating and/or supporting an altercation.	Detention or 1-3 day suspension	Detention or 1-3 day suspension.	2-5 day suspension
Causing, attempting to cause, or threatening to cause physical injury to another person. (Mutual combat or Fighting).	1-5 day suspension; possible law enforcement contact.	2-5 day suspension; possible law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.
Assault (not fighting or mutual combat)	3-5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; and recommendation for expulsion.
Causing, attempting to cause, or threatening to cause physical injury to another person at/near a bus stop or on the bus.	1-5 day suspension and/or bus suspension; possible law enforcement contacted.	2-5 day suspension and/or bus suspension; possible law enforcement contacted; and/or	5 day suspension and/or bus suspension; law enforcement contacted; and/or

(Mutual combat or Fighting).		recommendation for expulsion.	recommendation for expulsion.
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Bullying & Hazing

Bullying is a form of antisocial behavior that has no place at Tulelake High School. It may include on-going physical or emotional intimidation that causes anxiety or stress to the victim. It is the responsibility of every member of our school community to ensure that bullying behavior is actively rejected. There are four main types of bullying:

- **Physical** - such as hitting, kicking, pushing, tripping, taking belongings
- **Verbal** - such as name-calling, insulting and/or racist remarks, teasing, threatening, mocking remarks
- **Indirect/Emotional** - such as spreading nasty stories, insults, rumors, gossip and excluding from groups
- **Cyberbullying** – is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor. There are two kinds of cyber bullying, direct attacks (messages sent to your kids directly) and cyberbullying by proxy (using others to help cyber bully the victim, either with or without the accomplice's knowledge). Because cyberbullying by proxy often gets adults involved in the harassment, it is much more dangerous. We reserve the right to discipline the student for actions taken off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of students while in school. This makes it a contractual, not a constitutional, issue. For more information please see the office.

Citizenship

Citizenship means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep scholastic and extra-curricular activity standards at the highest possible level. Citizenship may be divided into three categories:

1. Courtesy toward teachers, fellow students and the officials of the school athletic activities.
2. Pride in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship, the ability to win and lose gracefully, and to display good citizenship during home and away games.

Controlled Substance/Drug Searches

In an effort to keep the schools free of drugs, the school may use dogs to sniff the air around lockers, desks, bags, items, or vehicles on school property or at school-sponsored events. Administration may also perform searches.

Public Displays of Affection

Contact must be appropriate for an educational institution. Holding hands is allowed behavior, whereas inappropriate touching and/or kissing are not allowed. This rule, like all others, applies at school and school activities.

Tobacco/Vape

No one may use tobacco products on school property. Students are not permitted to smoke or possess tobacco products at any time in the school building or the school grounds. This applies to all school-sponsored activities as well as the regular school day. Violation of this rule constitutes a serious offense and may result in possible suspension from school.

***Under the influence -The phrase “under the influence” refers to impairment, to any degree, of an individual's ability to safely perform the activity in question as a result of the use of alcohol, drugs, other substances, or a combination of both.**

Discipline by a Teacher

For disciplinary reasons a teacher can:

- Place a student at a supervised site outside the classroom
- Suspend a student from his/her class for the day of the infraction and the next day

- Assign a teacher detention with at least one day's notice
- Require a parent conference
- Refer a student to the school counselor or administrator

Administrative Disciplinary Action

A student may be referred to the site administrator for a wide variety of disciplinary reasons. In each case it is the responsibility of the principal or designee to discuss the situation with the student, teacher or teachers involved, and when necessary the parents, to decide the appropriate type of disciplinary action. The type of action taken is usually determined by the severity of the offense and the student's previous conduct during the school year. The action itself can range from a discussion with those involved resulting in an agreement about future behavior, to a recommendation for expulsion from school. The discipline consequences of this handbook cannot supersede federal law, state law, California Education Code or Tulelake Basin Joint Unified School District Board Policy. Therefore, changes in laws, codes and policy may require changes in discipline consequences. Furthermore, laws and court decisions require that improper student behavior is addressed with *reasonable* disciplinary consequences. There are occasions when the principal or principal's designee must administer less severe or more severe discipline than outlined in this handbook to meet the requirement of *reasonable* disciplinary consequences.

Detention

Detention is a disciplinary action that is assigned when deemed appropriate by the administration for inappropriate behavior. Detention will be outside the school day. Any pre-arranged absence from detention must be made with the principal. Not showing up for detention will result in increased consequences. Students will have to complete the detention by the date assigned by administration to eliminate increased consequences from occurring. The detention will be served no sooner than the next day, after the student is notified of the detention.

Saturday School

Saturday School is a disciplinary action that is assigned by the administration when deemed appropriate.

Parent Attendance

California law allows school personnel to require parents to attend school with their son or daughter as a form of student discipline. Ed. Code 48900.1

In-House Suspension/Alternative to Suspension

Realizing that suspensions are a major inconvenience for some families, the school can (but is not required to) offer in-house suspension. In-house suspensions are excused absences for grading purposes. The student is considered in attendance for ADA purposes. During in-house suspension, the student is assigned to a classroom for the entire day. The student takes breaks to go to a locker or the bathroom at times different from the rest of the student body.

Suspension

Any student, including a student with disabilities, may be subject to suspension or expulsion. A student may be suspended from a class by the teacher for misconduct. The teacher must contact the parent/guardian immediately. Following this action, the teacher will initiate a parent/teacher/administrator conference within three days. The suspension may be for a period of time not to exceed two (2) days. The principal may suspend a student from class or school for a period of time not to exceed five (5) days. Longer periods of suspension can be imposed by the Superintendent and Board of Trustees. Students who are suspended for two or more days for an incident, will have the right to receive homework, if requested by the guardian, EC Section 48913.5.

Students who are suspended may not participate in extra-curricular school activities for 10 days.

Expulsion

A long-term denial of the privilege of attending Tulelake High School and any school-related activity. The length of the expulsion is determined by the Board of Trustees at a hearing.

Expulsion can only be initiated by the governing board of the school district on the recommendation of the district superintendent. It is usually done only when a student's misconduct is so flagrant or habitual that the best interest

of the school would be served by his/her removal. Any student who has accumulated twenty (20) days of suspension will be excluded from school pending a governing board expulsion hearing.

Citation:

A citation may be issued by the Police for disturbing the peace and Major Disrespect.

Students who are continuously disruptive and/or defiant will be dealt with using the THS Conduct Guidelines.

After a third instance of disturbing the peace, an S.S.T. (Student Study Team Meeting) may be held. At the S.S.T., the student and parents/guardians will be informed of the following process:

- The next instance of disruption/defiance will result in a citation by Law Enforcement and referral to the Siskiyou County Probation Department.
- A subsequent violation of this nature will result in a second citation and referral to Probation.
- The Probation Department may then refer the matter to the Siskiyou County District Attorney

Basic Gang Information for Parents

Parents should suspect gang affiliation if their son(s) or daughter(s) will not wear either red or blue clothing, if their clothing selection is predominately red or blue, if they get tattoos that are the same as their friends, and if you begin seeing 13, 14, X3, XIII, XIV, VWS, Norte, SUR, TLY, KOS (Knockin' on Suckers or Scraps) and clown faces (smile now/cry later) symbols around your house or any other activity related to gang descriptions above. Other symbols include a north star (5 point stars), TLY – Tulelake Youngsters, four dots signifies Norteno membership and three dots signifies Sureno membership. Four dots and another dot away from the four (fourteen) signifies Norteno membership while three dots and another dot away from the three dots (thirteen) signifies Sureno membership. Any other tattoo that is identified by the Siskiyou County Gang Task force as being a symbol of gang membership is not permitted.

Gang-Related Dress and Grooming Policy

Any student validated as a "gang member" with Law Enforcement will not be allowed to wear any clothing or other adornment that may signify his/her gang affiliation or wear the "mongolian style" haircut. Other gang related dress or adornment may be added to this list as law enforcement informs school personnel.

The governing board (Board Policies 5132 and 5136) prohibits the presence of any apparel, jewelry, accessory, pattern, logo or a combination of colors such as plaid, check, etc. that may constitute gang membership, or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs and/or which advocates drug use, violence, or disruptive behavior. Students must adhere to the dress requirements anytime they are on campus or attending any school event. Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed when necessary and updated whenever related information is received. (BP 5132) A validation field card will be filled out for each incident and turned over to law enforcement. A copy will be kept in a gang file as well as logged into Powerschool. Any inappropriate items will be confiscated and may be turned over to law enforcement. In order to maintain a safe school environment for everyone, all students will be required to remove gang-related tattoos by washing them off or, if the tattoo is permanent, the student shall be required to cover the tattoos so that they are not visible.

Gang-Related Symbols/Graffiti

The governing board prohibits the presence of notebooks, book covers, locker graffiti, pictures, or art which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs and/or which advocates bigotry, drug use, violence, or disruptive behavior. All notebooks, book covers, etc. denoting gang membership will be confiscated, labeled with the student's name, and forwarded to the gang task force of Siskiyou County for their files. Law enforcement agencies in Northern California and Southern Oregon will be notified about students who are gang members or associates.

Dress Code

1. Students must wear clothing including both a shirt with pants, or the equivalent, and shoes.
2. Clothing must cover the chest, buttocks, and belly at all times.
3. Clothing must cover undergarments.
4. See-through clothing is prohibited.
5. Clothing must be suitable for all scheduled classroom activities, including physical education, science

labs, shop classes, and other activities where unique hazards or specialized attire or safety gear is required.

6. Attire or grooming depicting or advocating violence, criminal activity, gang-related activity, use of alcohol or drugs, sexual references, or hate speech are prohibited.
7. No pajamas.
8. No blankets.
9. No face coverings will be allowed other than medical masks.

Overnight Trips

Tulelake High School may sponsor and approve overnight trips that are directly connected to and serve as an extension of approved academic programs, co-curricular activities, and athletic teams. These trips must support instructional objectives or program participation and require advance approval by the site administrator.

Overnight trips that are primarily associated with a graduating class (grades 7–12), intended as class trips, celebrations, or end-of-year events are not permitted. The district will not sponsor, approve, or allow overnight class trips of this nature.

Parents/guardians may independently choose to plan or financially support non-school class trips; however, fundraising for such trips may not take place through the school or using school resources, and these trips will not be considered school-sponsored or school-approved activities. Any parent-sponsored trips of this nature must take place only after the school year has officially concluded.

All approved overnight travel must follow district field trip procedures, including required supervision, parent/guardian permission, transportation approval, and adherence to all district policies and expectations for student conduct.

Athletics and Extracurricular Activities

ATHLETIC DEPARTMENT MISSION STATEMENT

Athletics are an integral part of the high school curriculum. The Tulalake High School Coaching Staff and Administration shares a commitment to develop the highest ideals in athletes so that these individuals are a positive influence in our Community. This is part of the "Tulalake Way".

Tulalake High School ensures equal access, full participation, and nondiscrimination in high-quality educational and athletic programs and in employment practices for all individuals regardless of sexual orientation, gender, race, ancestry, national origin, religion, mental disability, or physical disability.

EXTRA-CURRICULAR ACTIVITY CODE

The Extra-Curricular and Athletic Handbook/Coaches' Manual contains detailed information governing all extra-curricular activities. An extra-curricular activity is an activity that is not part of the regular school curriculum, is not graded, is not offered for credit and does not take place during classroom time. Participation in extracurricular activities is a privilege, not a right. It is the desire of the administration that all those connected with athletics be thoroughly familiar with the contents of this handbook, especially with reference to school policy. If these policies are carried out as planned, the extra-curricular/athletic programs will operate with a minimum of difficulty and the greatest benefit will occur to all concerned.

As a member of an extracurricular activity or athletic team, the student has the opportunity to receive certain privileges. Among these privileges are trips, participating in events with students from other schools, uniform and equipment use, salaried coaches and public recognition.

COVERED UNDER THIS POLICY

HIGH SCHOOL

Football
Basketball
Baseball/Softball
Track
Volleyball
Wrestling
Soccer
Golf
Academic Decathlon
FFA
All clubs

JUNIOR HIGH

Volleyball
Basketball
Track

All students for all school activities must follow eligibility requirements in order to participate.

Any sports added during the school year will be covered under this policy.

Extra-Curricular activities are a valued part of our total school program and, as such, must contribute to the well-being of all participants. Success depends upon the attitude, behavior and performance of those who hope to achieve it. Hard work, self-discipline, dedication, loyalty, teamwork, fair play, sacrifice, a belief in oneself and in those with whom one works, are strong factors in achieving success as an athlete. Since student athletes represent the school and the community, their actions must be a credit to both. Because of the public nature of the interscholastic program, it can be a very forceful and effective means of developing school/community pride. The recognition, financial support and notoriety student athletes receive as a direct result of their participation in extracurricular activities require them to be held to a higher standard of behavior than are non-participants.

Each coach will be responsible for developing training rules, team policies and dress codes for athletes under his/her supervision. Head coaches shall submit their policies to the athletic director prior to the first meeting of the sport. Players found to be in violation of these rules are subject to removal from the team by the coaches at

any time. It is the responsibility of the coach/es of each sport to make sure that the following signed documents are on file in the athletic office before a student will be allowed to practice or participate in any sport:

- Physician's Statement
- Drug Policy
- Emergency Information/Medical Treatment Card
- Insurance Risk Letter/Parent Consent Form
- NSCIF Sportsmanship Policy Statement
- Coach's Training Rules
- Tulelake Basin Joint Unified School District Extra-Curricular Handbook Agreement

Any appeals of disciplinary action resulting from violation of this code will be reviewed by the Extra-Curricular Activity Committee, which consists of the athletic director and head varsity coaches. The committee will make a recommendation to the high school principal, whose decision will be final.

Pursuing Victory with Honor - Code of Conduct for Parents/Guardians/Spectators:

Athletic competition of interscholastic age children should be fun and should also be a significant part of a sound educational program. Everyone involved in a sports program has a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when all involved consciously Teach, Enforce, Advocate, and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Parents/Guardians of student-athletes can and should play an important role and their good-faith efforts to honor the words and spirit of this Code can dramatically improve the quality of a child's sports experience.

***Sportsmanship is a Top Priority**

The desire to achieve sport performance goals and the pressure to win is not to be placed above education, character development, academic, social, emotional, physical and ethical well-being of the student-athlete. No one should compromise the character development and ethical wellbeing of the student-athletes in order to win.

General Rules

Because the athlete represents our student body and the community, interscholastic participation is considered a privilege and an honor. Therefore, the athlete must adhere to the rules set forth by the California Interscholastic Federation (CIF), the North Section California Interscholastic Federation (NSCIF), the Evergreen Athletic League, Shasta Cascade League, 8-Man Football League, Five-Star League, and the rules of Tulelake High School.

Any student representing THS must exemplify the highest standards of moral integrity and good sportsmanship, both in and out of school. Any such negative conduct may result in disciplinary action. This includes activity on social media accounts.

All school rules apply in all extra-curricular activities.

A parent must attend the pre-season sport meeting or schedule a meeting with the coach and athletic director before an athlete can participate in a game.

Students charged with a criminal violation or a violation of the extra-curricular code, occurring on or off campus, are also subject to extra-curricular code consequences even if the violation occurs in non-school situations.

Each season will begin with the first practice and end with the awards presentation event.

Athletes must join the team by the end of the first week of practice or have contacted the coach with intent to play and a valid reason for not being there (work will not excuse them since practices are held in the

evening.) Transferring students or a need for an additional player to avoid canceling the season may join a team with coach and athletic director approval, and if all CIF requirements are met.

In order to get PE credits and certificate/awards of a completed season, the athlete must be eligible to participate in at least 75% of games.

A student who wants to participate in more than one sport in a season must **prior to participation:**

Have the approval of the participating coaches

If the two-sport athlete becomes ineligible twice in that season they will be asked to meet with the athletic director and choose which sport they would like to finish and which sport they will be required to drop. They will then become a one-sport participant.

Student athletes may be tested for the presence of illegal drugs, steroids/alcohol at the beginning of each sport season and shall be subject to random testing during the entire season. Students desiring to participate in a district athletic program shall first provide their parent/guardian's written consent for urinalysis and breathalyzer testing for drugs/alcohol. Should a parent or student refuse to comply with any or all parts of this policy, then that student shall be ineligible for participation in athletics for the remainder of that school year.

A student who has been removed from a sport, as a matter of coaches' policy, will lose eligibility for post-season awards and honors. A student who has been removed from one sport may not join another sport during the same season, even if it is prior to the first league contest.

Students will not be allowed to participate in the next season of sport (the 1st official practice) until all equipment and uniforms are turned in and accounted for, unless signed off and approved by the coach and or athletic director.

Criteria for selecting the Athletic Gold Pass recipients are on file in the Athletic Office. This award is presented at the graduation ceremony. **This selection is based on 4 yrs. of HighSchool Athletic participation.**

Violations of the Extra-Curricular Code

Students of Tulelake High School will be asked to conform to the following extra-curricular code. Students not conforming to the code are subject to removal from extra-curricular activities. Depending upon the severity of the infraction, the student may be removed from additional activities for the remainder of the school year.

A student who is suspended from school shall be ineligible for the day(s) of suspension and be ineligible for extra-curricular activities for two weeks (10 school days). After the suspension days are over, the athlete must attend practice but not attend games.

FOR DRUG, ALCOHOL, AND SUBSTANCE ABUSE VIOLATIONS ONLY

The athletic program does not tolerate the use of drugs, alcoholic beverages, non-alcoholic brews/wines or tobacco whether on or off campus. The use of such substances is not consistent with the philosophy of an athlete.

The District strongly opposes student- or parent-sponsored activities that condone or promote the use of tobacco, alcohol, or drugs. Parents are encouraged to make sure their students are not involved in the use of these substances.

Each coach will be responsible for developing training rules, team policies, and dress codes for athletes under his/her supervision. Coaches may have training rules tougher than, but not easier than, the rules in this handbook. Coaches must submit this document to the Athletic Director for approval prior to the start of the sport season. Players found to be in violation of these rules may be removed from the team by the coach at any time.

Possession, use of, or being under the influence of drugs, alcohol (including non-alcoholic brews/wines) or tobacco, or if the athlete is cited or charged by law enforcement officials for the use or possession of alcohol or drugs, or other criminal activity during the sport season while on a school sponsored activity or even the student shall be subject to the Tulelake Basin Joint Unified School District discipline procedures. Additionally, this will result in a hearing with the athlete, the coach, the principal, the parent and the athletic director. The athlete's actions will result in a suspension from athletic contests and school activities for fourteen calendar days. During this fourteen calendar day suspension the student must attend and participate in all practices. At the conclusion of the fourteen calendar day suspension, the athlete shall complete fifteen calendar(15) days of athletic participation whereby the athlete shall attend all practices, dress down for home games only, but shall not participate in any contests. The athlete will not be allowed to travel to the away contests with the team. If this time period is not completed during the current sports season, then it shall be carried over into the next sport season in which the athlete participates. At the completion of the participation/suspension period, the athlete must take and pass a drug test in order to continue to participate in athletics. Upon his/her second offense within the same school year, the student shall be suspended from athletics for one full calendar year from the date of the second offense.

Upon his/her first offense of the random drug test, the student will complete the participation/suspension program outlined above.

Any student suspended from athletics because of drug, steroids, or alcohol use shall be retested at their own expense before beginning any sports season in which he/she is eligible to participate. Additionally, the student shall complete an assistance program. Failure to enroll in an approved program shall render the student ineligible for athletic participation. The student shall maintain attendance and progress in an approved assistance program in order to participate in athletic contests. Participation in the assistance and drug testing program shall be at the parents'/guardians'/student's expense. Every effort will be made to support the student's attendance at substance abuse diversion programs for offenses committed under this section.

Other offenses which may require immediate removal from the sports in season by the athletic director or high school principal are:

- Stealing or willful destruction of school property
- Serious hazing of other students
- Refusing to submit to the authority of the coach or advisor in charge
- Disrespect to coaches or staff
- Insubordination to coaches or staff
- Wearing of equipment issued by the school at any time except during athletic practice and games, unless authorized by the coach or advisor
- Use of profanity
- Fighting

Coaches will be required to keep a log and record the athletes' excused or unexcused absences and tardiness to practices or games. Participation time for students who have an excessive number (two or more) of excused or unexcused absences or tardies will be left up to the coach.

Competition on an Outside Team

A student on a high school team becomes ineligible if the student competes in a contest on an "outside" team, in the same sport, during the student's high school season of sport. i.e. Adult soccer while playing HS soccer, Little league baseball/softball while playing HS baseball/softball and AAU basketball while playing HS Basketball.

Practices

The athlete should be made aware that practice time is an important aspect of game preparation. There is an expectation that coaches require team members to attend practices. Practice is not optional. If team members fail to practice on a regular basis then they should be removed from the squad. A player must participate in 10 practices before they can play in a game. Exceptions may be made by the athletic director, if athletic seasons overlap due to postseason competition.

Eligibility Policy and Standards

In order to participate in extracurricular activities such as sports, clubs, and FFA students must have earned these minimum numbers of credits by the end of the semester:

<u>Grade</u>	<u>Semester</u>	<u>Credits</u>
9 th	1 st	35
9 th	2 nd	70
10 th	1 st	105
10 th	2 nd	140
11 th	1 st	175
11 th	2 nd	205
12 th	1 st	230

Students who fail to obtain this number of units may not play in games. Transfer students will be evaluated on an individual basis, but all such students must be on track for graduation in their previous districts. Athletes at the Jr. High level must be academically eligible and may participate at the Jr. High level for no more than two years.

If a summer school course is the same course, it replaces the lower grade. If it is a different course, the grade is averaged in with courses taken in the previous grading period.

***** Tulelake Basin Joint Unified School District athletic policy surpasses expectations of the California Interscholastic Federation (CIF) rules concerning eligibility of students for athletic status.**

A student is scholastically eligible if:

- The student is currently enrolled in at least 20 semester credits of work.
- The student was passing in the equivalent of at least 20 semester credits of work at the completion of the most recent grading period.
- The student is maintaining minimum progress toward meeting the high school graduation requirements prescribed by the governing board.
- The student has maintained during the previous grading period a minimum 2.0 grade point average in all enrolled courses.(and did not receive an F or more than one D)
- No probationary status for athletes not maintaining a 2.0 minimum grade point average during the previous grading period in all enrolled courses.
- The student doesn't receive an "F" in any enrolled courses for the previous mid semester progress report or semester grading period or have more than 1 "D".
- A student will not be issued a uniform until the student is eligible to play.
- Regardless of eligibility, students are expected to attend all practices if they wish to participate within the season.

BI-MONTHLY ELIGIBILITY POLICY (FFA, Athletics, Extra-curricular Activities)

- At the beginning of each sports season grade checks will occur and bi-monthly grade checks will be made on Wednesday's of the week for all students involved in extracurricular activities covered under this policy
- If a student has two D's or 1 F, the students, athletic director, coaches and parents will be made aware via an eligibility letter to (AD, Parents, and Students). AD will notify coaches.
- The letters and phone contacts will be submitted to all above parties by Wednesday or Thursday.
- If the student has 2-D's or 1-F, they will:
Receive a 2 week warning- parent contacted by teacher, coach notified by athletic director
If grades are not up in 2 weeks, they are out of contests for 2 weeks.

******* Bi-Monthly grade check sheets and notification letters for eligibility status will be kept in a hard copy binder in the main office.

******* If a student becomes ineligible more than once in an athletic season, a meeting may be held with the coach, athletic director, parent, athlete, teachers and administration upon request.

*** At any time the coach has the discretion to remove an athlete based on eligibility under the team rules/ contract submitted at the beginning of the sport season.

Transfer Eligibility

Please contact your Athletic Director for any questions regarding transfer eligibility. If you intend to go to another school, please contact your Athletic Director as soon as possible. All CIF eligibility policies will be followed.

Attendance

In order for a student to be eligible to participate in practice and/or games, he/she must be in attendance a minimum of 240 minutes, not including lunchtime, on the day of and the day after the activity and the day prior to the event. Exceptions may be made for attendance prior to the event if the absence is excused. If the event falls on a Saturday, the student must be in attendance for a minimum of 240 minutes on the previous Friday. Athletes must be in school the day following a weekday athletic contest unless there is prior approval from the athletic director and/or principal. Not attending school the day following said contest, including the final game of the season, will result in not being eligible to participate in the next game of that same sport and will carry over to the next season. *The principal and the Athletic Director must approve exceptions to these attendance rules.

Transportation

1. Pupils must ride to and from events on the school-provided transportation. Any exceptions to this policy must be approved by an administrator and must follow district policy as detailed in AR 3541.1 (a) - (c) *Transportation for School-Related Trips*.
2. If a student does not wish to avail him/herself of the transportation provided, then the student may be released only upon completion and approval by an administrator of form E3540.1 (a) *Field/Athletic Trip Risk Transfer Form*. *Students may only ride home with those individuals that are pre-approved by their parents.*
3. If an athlete goes to the event with his/her parents they must also leave the event with his/her parents. Prior permission must be obtained if the athlete wishes to return on school-sponsored transportation.
4. Parents taking students from an event must sign for their student on the form provided by the coach.
5. All student passengers shall complete former 3541.1 (c) *Voluntary Excursion/Field Trip Notice & Medical Authorization - Minor*. Failure to complete this form shall make the student ineligible to participate on that trip. The employee/volunteer in charge shall ensure that all drivers have a copy of each student's permission slip.
6. Athletes must stay under coach/chaperone supervision at all times between home, school, and destination.
7. Any student riding in an unauthorized vehicle while on a school-sponsored event will be immediately dismissed from the team.
8. If an athlete is not signed off the bus when riding home with a parent, that athlete will neither ride the bus to, nor participate in, the next athletic contest.
9. An administrator or the athletic director will make decisions on which vehicles are authorized. A designated driver must have all required paperwork on file in the district office. Approved drivers will be designated for particular events. These drivers can only transport athletes for that particular event and not just anytime throughout the sports season.
10. Club/Team will be required to pay 25% of travel expenses (adjustments have been made in athletic transportation budget).
11. Students may not be transported in school vehicles for extracurricular events until they are academically eligible for school-sponsored trips.

Summer Transportation

When using district vehicles in the summer the following applies:

- If the trip is in the basin the vehicle will leave the bus barn with a full tank of fuel
- If the trip is out of the basin then a gas card can be checked out from the District Office and the vehicle will leave the bus barn with a full tank of fuel and return with a full tank of fuel.
- The coach/driver needs to keep the receipt and turn it in with a gas card and the district will then invoice the sport/club ASB account.

Trip Rules

Boys and girls will not sit together. Personal music may only be used with earphones. The driver will determine if eating and drinking will be allowed in the suburban. No laying suburban seats down, all students must be in a seatbelt at all times.

Violations:

1st offense - warning

2nd offense - one trip removal from the suburban

3rd offense- removed from the bus and the sport for the remainder of the season.

Use of Equipment

Proper care shall be taken of any extra-curricular equipment checked out to a student. All items checked out will be returned at the end of the activity. A replacement charge will be made for any equipment that is lost or defaced.

The athlete may be subject to a fee if any kind of intentional damage happens to the uniform. For example: the intentional tearing of the neckline of a jersey.

A student is ineligible to practice or play in a sport while owing equipment from another sport.

For example: A student will not practice or play basketball if he has not turned in all football equipment.

Ejection from Athletic Events by Officials

Consequences will follow CIF guidelines.

Any spectator that is ejected may be out for 1-6 contests based upon CIF ruling. Any spectator that is ejected will be required to take 2 classes through NFHS and a certificate of completion will need to be provided to return to any sporting event.

****Note regarding Ejections of players and coaches CIF bylaw 301.3 will also be followed. Also note the ejected player and/or coach shall not be allowed in or around the facility before or during the contest for which he/she is suspended.**

Physical Education Waiver Ed. Code 51242

A student shall be able to waive up to a maximum of ten (10) credits of required P.E. if all of the following conditions are met:

- The student participates in interscholastic sports at Tulelake High School
- Only five credits waived in any one season
- Participation is defined as starting and ending a season and attending practices
- A maximum of five excused absences from practice will be allowed in any one season
- Any unexcused absences from practice will make the student ineligible for the waiver program.

Guidelines for School Dances

- All arrangements must be completed at least one week before the dance.
- Approval of class or club advisors is necessary before a dance may be planned.
- Application for social activity is to be completed by class or club president and faculty advisors.
- Four chaperones are required. Their names must be submitted to the principal one week prior to the dance.
- An adult shall be in charge of selling tickets at the door.
- Guest passes are required and must be picked up prior to the dance in the office.
- Guest passes will be issued on the basis of one guest pass per Tulelake High School student.
- Guests must arrive at the dance with the student who made the request.
- Any Tulelake High School student who wishes to bring an out-of-school guest, including THS alumni, must obtain a guest pass from the office and have it approved by the principal prior to 3:00p.m. two days to the day of the dance.
- Dance and guest-pass requirements may be waived prior to each activity with administrative approval.
- Guests may not be over the age of-18 (Unless the guest is a Tulelake Alumni who graduated the previous year.)
- All school rules in regard to behavior apply at dances and will be strictly enforced.
- Students must enter the dance within thirty minutes of the end of the preceding activity (i.e. game) or thirty minutes from the start of the dance, if there has been no prior activity.
- Parents will be notified if students leave the dance early.
- Students shall remain inside from the time of entry until the dance is over or until they decide to leave.
- Anyone leaving the dance WILL NOT be permitted to return. (Junior high school students must stay until the dance is over.)

The passive breathalyzer may be used at school events. Students who have a positive reading will be held until parents and/or police arrive.

Junior high school students will not be permitted to attend high school dances, nor will high school students be permitted to attend junior high school dances. **No guest passes will be allowed for junior high students.**

Overnight Trips

****Note:** Arrangements for overnight stays should be made early in the season if possible.

Due to the distance of some of our athletic competition locations, teams may occasionally need to spend the night. When this happens, the following policies will apply:

Preseason - Housing is oftentimes arranged by the hosting school either by assigning athletes to private homes or providing the school's gymnasium. If prearranged housing is unavailable and athletes need to stay in a motel. The cost of their accommodations will be covered by the team's ASB account or from their own fundraising. League/Play Off Season Athletes need to stay in a motel, and the cost will be covered by the district. Accommodation and meal arrangements will be made by the athletic director and head coach. Overnight trips must be board approved prior to the trip. There must be at least one female chaperone and one male chaperone, if there are one or more males and females attending the trip.

Philosophy of the Tulelake Athletic Department

Loyalty within any program is a prime consideration. Coaches demand it from their players. Within this same concept, loyalty within the coaching staff, administration and board is also of prime importance. Because coaching is open for criticism from others, it is important that there be cooperation and support from other coaches on staff. If there is evidence that a coach is conducting him/herself in an inappropriate fashion, these concerns should be given to that particular coach in a professional manner. There is only one head coach per team. This person has his/her own concepts about that sport and should be supported by the athletic

department and by the administration. Not all programs can be league champions, but all programs can be winners if the athletes have had a successful experience. This concept is of utmost importance. Competitive athletics will display the athlete and the school to the community far more times than a non-athlete, or non-athletic programs. For this reason, the athletic programs and the coaches' and student athletes' Behaviors are up for criticism from their own peer group and community, as well as those of neighboring communities. Thus, while the benefits are great and the opportunities present, a degree of responsibility lies with athletic programs that are not found in non-athletic programs.

It must be clear that athletics is an elective part of the school program. Athletics are an extension of the physical education program for those who feel the need or express the desire to perform at a higher level of athletic ability. The athletic program is available to all students who are able to compete, and it is desired that the programs promote a winning attitude with athletes who are prepared to compete. This is a goal of any successful program.

However, athletics involves more than competition. Competition can lead to positive attitude development in the areas of cooperation, sportsmanship, loyalty, discipline, sacrifice and fair play. It will be the joint task of the coach and the athlete to work to develop these qualities of good sportsmanship. There are clear limits as to what is allowable in the name of winning. The coaches will strive to be fair and equitable in the treatment of players and in the application of rules. The formation of healthy attitudes is an important element of high school athletics, and when it comes to applying the rules, all athletes will be treated the same regardless of ability.

Distinctions are to be made among the Junior High, Junior Varsity and Varsity Programs. At the junior high level, winning takes a back seat to inclusion and development; sportsmanship and skill building will be the prime concern.

CODE OF ETHICS

- It is the duty of all concerned with high school athletics:
- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To eliminate all possibilities which tend to destroy the best values of the game.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials
- To establish a happy relationship between visitors and hosts.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of the rules of the game and the standard of eligibility.
- To encourage leadership, use of initiative, and good judgment by the players on a team.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
- To remember that an athletic contest is only a game-not a matter of life and death for player, coach, school, official, fan, community, state, or nation.

Coaches Driving

Coaches must adhere to all California traffic laws, i.e., no cell phones use while driving, seatbelts must be worn, and adhering to posted speed limits.

Junior High Playing Time:

Volleyball - If the rules of the game do not include the server rotating out and someone from the bench rotating into the game, then each girl will play at least one game.

Basketball - All team members will play at least one quarter of each game. The teams will be limited to 12 Players. If 13-15 athletes go out for the team, cuts will occur. If 16 or more athletes go out for the team, two teams may be formed and one additional coach may be hired if a schedule can be obtained. Or, a rotating, traveling team may be formed. The above number of players on a team may be changed at the discretion of the principal.

Track -These are individual sports and do not need playing time consideration.

Junior Varsity Playing Time:

At the Junior Varsity level, player development remains an important facet of the program. The focus at the Junior Varsity level is to develop the student athlete in preparation for the Varsity level. Playing time is at the discretion of the coaching staff but is not guaranteed.

Varsity Playing Time:

At the varsity level, the outcome of the contest precludes considerations of playing time. This is especially the case as long as the league title and post-season play remain possibilities. The varsity teams will consist of juniors and seniors. In exceptional cases, freshmen and sophomores can be moved to varsity with the approval of the principal, the athletic director and the parents. The moving up of players can only take place if there is the minimum number of players to field a junior varsity team. The number of players to field a JV team is the minimum required by league rules.

Football Guidelines DIVISIONS

Division VI will consist of schools playing 8-man football. Only schools with enrollment of 150 or less are eligible for Division VI. Schools must commit to playing eight-man football by February 15th of the previous year.

Football - There are to be ten (10) eligible players on the team in order to play eight-man football. There must be two (2) extra players on the sidelines. If at any time the numbers are below eleven, the coach and athletic director need to meet to decide if the game will be played with the number of athletes that are eligible to play.

Depending upon the year numbers of total players allowed may be left up to the discretion of the coaching staff and Administrator.

AGE REQUIREMENT (CIF BYLAW 1900)

A student under 15 years of age may not participate in an interscholastic contest or scrimmage against the varsity team or another school unless the following criteria have been met for a student aged 14 years or older. Fourteen (14) year old student athletes may be allowed to compete at the varsity level by the principal provided the following conditions have been met:

1. Signed consent form from the parents allowing participation at the varsity level.
2. A statement from the coach that the student athlete has the physical and mental maturity to compete at the varsity level.
3. A statement of compliance by the principal must be forwarded to the respective section office verifying that all required documentation has been completed and is on file in the appropriate school office.

GUIDING PRINCIPLES

1. The Department of Athletics is directly responsible for the administration of the interscholastic program. This administration is, of course, directly responsible to the principal, the superintendent, and ultimately the Tulelake Basin Joint Unified School Board.
2. The Department has as its goal, the formation of a program which will develop successful, efficient, balanced, and harmonious activities, giving full consideration to student health and the educational, emotional, and personal growth of the individual living in harmony with the community.
3. The athletic program is an integral part of the curriculum and holds many educational advantages for all students. Thus, it has its time and place in the daily activity of the students as long as the student's studies at Tulelake High School are not preempted by these activities.
4. The athletic program is concerned with the academic progress of the students who choose to participate in its programs. A student must maintain semester grades of a 2.00 grade point average to be eligible to

- participate. This is a standard, which is set by the California Interscholastic Federation (CIF). The Board policies covering ineligibility will be followed. (Students may not have received an F or more than one D)
5. Rules and regulations covering a student's eligibility are clearly stated in the Tulelake High School ExtraCurricular Activity Code. In order for students to participate, they must be progressing satisfactorily toward high school graduation.
 6. The athletic program is concerned with both boys and girls. These programs are promoted with equality and fairness.

Coaches Evaluations

Coaches will undergo a formal evaluation at the completion of their season with the Athletic Director and the administrator.

EXTRA-CURRICULAR CODE

Students of Tulelake High School will be asked to conform to the following extra-curricular code. With the exception of medical reasons, students not conforming to the code are subject to removal from extra-curricular activities. Depending upon the severity of the infraction, the student may be removed from additional activities for the remainder of the school year. Every student who is going to participate in an extracurricular activity must have a 2.0 or above.

Each coach will be responsible for developing training rules, team policies, and dress codes for athletes under his/her supervision. Coaches may have training rules tougher than, but not easier than, the rules in this handbook. Coaches must submit this to the Athletic Director prior to the season. Players found to be in violation of these rules may be removed from the team by the coach at any time.

Complaint Procedures

The following procedures enable the administration to remedy potential problems in a timely and effective manner. Complaints should always be handled at the lowest level possible, thereby preventing unwarranted disruption of the sports season and fairness to coaches and athletes.

Head and Varsity Coaches

- Discuss complaint with athletic director within three days of the incident
- Give a written statement of facts of complaint to the principal
- Make an appointment to discuss resolution of complaint with the principal
- Make an appointment to discuss resolution of complaint with the superintendent

Assistant, Junior Varsity, Junior High & Volunteer Coaches

- Discuss complaint with head or varsity coach within three days of the incident
- Give a written statement of facts of complaint to the athletic director
- Make an appointment to discuss resolution of complaint with the athletic director
- Make an appointment to discuss resolution of complaint with the principal
- Make an appointment to discuss resolution of complaint with the superintendent

Student Athletes, Parents, & Community Members

- Discuss complaint with the coach or the athletic director within three days of the incident
- Make an appointment to discuss resolution of complaint with the athletic director, if he/she was not included in the first step
- Make an appointment to discuss resolution of complaint with the principal
- Make an appointment to discuss resolution of complaint with the superintendent

NOTE:

Complaints will only be placed on the board agenda or given to the board if a resolution is not found at or before the superintendent level of this complaint process. All requests for board review must comply with Board Policy 1312 *Complaints Concerning the Schools*.

Any appeals of disciplinary action resulting from violation of the athletic code will be reviewed by the Extra-Curricular Activity Committee, which consists of the athletic director and head varsity coaches. The committee will make a recommendation to the high school principal, whose decision will be final.

The Extra-Curricular Activity Committee, consisting of the athletic director and head varsity coaches, will review any appeals to disciplinary action resulting from violation of this code. The committee makes recommendations to the high school principal, whose decision will be final. The principal of the school shall be the final authority in the interpretation of this extra-curricular/athletic code, including but not limited to, decisions regarding removal of a student from an extracurricular activity.

Duties of the Athletic Director

The athletic director is responsible for the administration and facilitation of the interscholastic programs at Tulelake High School (both high school and junior high school levels). The athletic director is not an administrator; however, because of the liability that is assumed with this position, the athletic director is a part of the administrative team in regards to decisions that affect the interscholastic and intramural programs at Tulelake High School or changes in the general operating procedures as set forth in this handbook. Thus, the athletic director is to be kept informed of, and is to request approval of, changes or deviations from the guidelines as established in this handbook before these changes are implemented. The athletic director's job description is available upon request from the district office.

Ethics & Rules of the Tulelake High School Coaching Staff

The items below must comply with CIF, NSCIF, Evergreen League, Shasta Cascade League, Five Star, and 8-Man Football League rules which may change from year to year, and thus change the rules below.

In order to comply with CIF and California state law, all High school coaches and volunteer coaches must become certified in the CIF/NFHS coaching education program or equivalent.

It is a privilege to become part of an athletic team as either a player or a coach. Coaches are role models for members of their teams. It must be remembered that a coach is entrusted with the safety and welfare of his/her athletes. Furthermore, the coach is responsible for the athlete's behavior as a reflection of his/her own behavior, the school and the community. Therefore, the coach is to assert direct supervision over the athletes during the time they are members of the team. Good coaches are judged not only by their win/loss record, but also by their conduct at practices and games. There are no shortcuts to good coaching. It goes without saying that the coach's own personal conduct, as well as that of his/her team's, forms the criteria by which the public judges the school. Coaches should avoid arguing publicly with officials before, during, or after a contest. This can best be accomplished by remaining off the floor or the field of play unless summoned by the official.

A competent coach is not just a winning coach. It is expected that an individual who assumes a position on the Tulelake High School coaching staff will adhere to the philosophy and policies that are set forth in the coaching manual and student handbook.

Coaches will be responsible for keeping practice attendance, equipment checkout, and uniform checkout. The stipend check will be held until all equipment is picked up/collected.

Professional Behavior required for Coaches

Promote academics first concept of the "Tulelake Way". This also means not encouraging a grade change to make an athlete eligible to participate and includes:

- Possess a strong work ethic
- Be ethical and professional in your role as a coach (e.g., sportsmanlike, respectful, etc.)
- Support School and CIF rules/regulations with the emphasis placed on what is best for athletes to communicate clearly and effectively with students, staff, and the community

- Participate in professional development activities (workshops, clinics, evaluations, etc.) designed to help increase your effectiveness
- Be a positive role model for your students and the school. Your behavior is always on display.
- Avoid all social events of adult manners with athletes present.
- Follow all substance rules that pertain to athletes during games/practices.
- Teach students through participation in sports. Therefore, promote the highest desirable ideals and character traits above the value of a win.
- Treat visiting coaches courteously and as guests of the school
- Treat media representatives with respect and honesty; don't use them to vent emotions towards other coaches, players, officials, or other schools
- Treat officials as honored guests and provide them with their needs. They are an integral part of the game who tries to maintain high standards of integrity and honesty.
- Don't use camps, clinics, workshops or other training programs for athletes for personal profit.

Coaching Expectations

Each Head Coach will participate in a pre- and post-season meeting with the athletic director. These meetings are designed to provide information to coaches so that he/she fully understands the expectations prior to a season and an assessment of the season when it concludes. All fundraising for athletics needs approval through the athletic director.

Coaches Sport Guidelines

Job descriptions for all coaching positions are available upon request from the district office.

•If a coach and team want to purchase any extra team clothing (i.e. travel shirts, sweatshirts etc.), the athletic office must approve the design and color before the clothing can be ordered. Coaches will be responsible for all preparation of fields/gym.

Scheduled Athletic Contests

The athletic department feels that CIF regulations concerning the number of contests per sport be closely followed, and that athletes need to compete at home. Thus, it is necessary to have home contests as part of the program. Home contests vary by sport. The maximum number of contests will be reflected in the CIF guidelines.

***Track athletes must compete in at least two track meets to be eligible to participate in the Evergreen Athletic League track meet.*

Coaches are to adhere to the schedule that is established for their season of sport. Prior approval of the athletic director is required to change contest dates or cancel dates. If a scheduled game is canceled, the coach must have athletic director approval prior to rescheduling.

Practices

The athlete should be made aware that practice time is an important aspect of game preparation. There is an expectation that coaches require team members to attend practices. Practice is not optional. If team members fail to practice on a regular basis then they should be removed from the team. **Athletes must participate in 10 full practices before they are eligible to participate in a game or scrimmage.** Coaches will make practice plans each day covering aspects of drills, water breaks, start and end times.

Inherent Risk of Sport

Prior to the start of each season for each sport, a parent meeting is to be held explaining, in detail, the potential risks, liabilities and injuries possible by participating in the sport. Each parent/guardian will be required to sign an informed consent, which details the risks, etc. discussed at the parent meeting prior to any student either practicing or participating in the sport. Each parent/guardian will also be required to sign a form stating that

they understand the school's accident insurance is supplementary and only pays about 20-30% of any claim. The athlete is expected to have his/her own medical insurance, which will be the primary carrier.

•If an athlete is injured during the year while participating in a sport, an accident report must be completed and turned into the HS office by the coach. The athlete needs to make sure the injury is reported to the coach at the time it occurs. The athlete must seek medical attention within 90 days of the accident or it will not be covered under THS insurance. A medical release or Dr. Note must be obtained by the athlete prior to returning to competition.

Rules for Athletic Buildings and Fields

Pride should be taken in the facilities that are available for contest use. It is the responsibility of all involved in the athletic program to make every effort to maintain these facilities for student use.

Gym

- No street shoes, including crepe soles, are permitted on the gym floor
- No one is allowed in the gym after school except for organized activities
- Coaches who wish to promote programs out of season need to fill out a *Facility Use Permit* to protect the times they wish to use the gym. This use is at the discretion of the principal.

Facility Use

The athletic director will confer with the head coach of the particular sport involved before major maintenance operations.

The principal will confer with the head coach before any group other than the school's teams will use the facilities. School teams have priority use of facilities during their given sport. Every effort should be taken to protect the practice times of the teams in season.

The head coach is ultimately responsible to ensure that the facilities are adequate to meet the needs of interscholastic competition; that these facilities are safe and comply with CIF regulations. Any safety hazard should be reported immediately to the athletic director and a work order filled out to correct the problem.

Because of the need for continued maintenance of facilities and the community's expectations for these facilities, every effort will be given to the head coach by the district's maintenance personnel to aid in the preparation of athletic buildings and fields.

Cage & Locker Rooms

The cage door must be kept locked at all times when no one is in the room.

Coaches will check their own locker room on home/away games for cleanliness and belongings left behind.

Opposing teams are to be given clean locker rooms in which to dress. Coaches will adhere to pertinent league policy in regards to locker rooms. Remind your athletes to secure their lockers and to leave valuables at home. Remember, you are responsible for your athletes' conduct/behavior in the locker room.

Coaches will make sure that all student athletes have left school grounds after practice/games before they themselves leave.

Weight Room

If athletes are in the weight room a coach or adult must be present to supervise. Students are not to be in the weight room without supervision. The weight room is only available to current students and current staff members due to insurance limitations.

Employees of the school district can only use the weight room if they sign a liability waiver and have it on file in the District Office.

Football/Baseball/Track - The opposing team will use the girls' locker room. Both coaches will check the room jointly before and after the contest.

Volleyball/Softball/Track- The girls will use the girls' locker room. Both coaches will check the room jointly before and after the contest.

Basketball- The opposing team will be given the use of a locker room for use during all four contests. Both coaches will check the room jointly before and after the contest.

The athletic director will also go through the locker rooms with the opposing team's coach before and after contests to ensure that the locker rooms are left the way they were found.

Effort should be made advising physical education classes that their lockers should be locked and P.E. equipment stored on dates of home contests.

The Honker & High School Weight Rooms

Coaches must supervise their athletes at all times- there are no exceptions!!

NO COACH - NO LIFTING!

- Straighten up the facility and lock securely upon leaving. When planning to use The Honker facility, be sure to do the following:
- Be sure to supervise your athletes at all times
- Alumni and/or community members are not allowed to use the weight room at any time.