

UPPER LAKE HIGH SCHOOL
675 Clover Valley Road, Upper Lake CA, 95458 (707) 275-2338
Mascot: Cougars School Colors: Red and White

Mission Statement:

The Mission of Upper Lake High School is to help students acquire the knowledge, positive attitudes, and skills necessary to become healthy, active, productive and compassionate citizens; and to help students become lifelong learners who responsibly manage change and thereby have a positive impact on their communities, their country, and their world.

Upper Lake High Schoolwide Learner Outcomes Upon Graduation:

Students will be literate in math and English and will:

Complete the Smarter Balanced Assessment for Math and English and meet standards (or higher)
Complete and pass Algebra 1 or higher level math course
Complete four years of high school English (or the equivalent)

Students will show technological literacy by:

Passing an Introduction to Computers portion of the 9th grade orientation course OR demonstrating computer proficiency
Take and pass one approved online course

Students will show responsibility by:

Completing all graduation requirements
Making adequate progress on district administered standardized tests
Completing required hours of school and/or community service

Students will add breadth to their education by:

Participating in a variety of enrichment and elective courses offered by the Foreign Language, Art, Music, Agriculture and Technology Departments or complete a community college course.

STUDENT RESPONSIBILITIES

CCR TITLE 5, SEC 300, Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all directions of teachers and others in authority; observe good order and propriety of deportment; be diligent in study, respectful to teachers and others in authority, kind and courteous to school mates, and refrain from the use of vulgar and profane language.

All pupils shall comply with the regulations, pursue the course of study, and submit to the authority of the teachers of the schools. (EC 48908)

Big "No" items - NO: speakers or boom boxes; gang apparel or bandanas; weapons to include pocket knives and box cutters; bullying or hazing; drugs, alcohol, tobacco, vaporizers or clothing that references them; animals on campus and NO leaving campus once you have arrived.

COURSES

Graduation Requirements:

In order to graduate from Upper Lake High School, students must complete the following credits, which must include the appropriate number of units in the following:

COURSES	2017	2018	2019	2020
English	40	40	40	40
Math (To include Algebra 1)	30	30	30	30
World History	10	10	10	10
US History	10	10	10	10
Government/Economics	10	10	10	10
Science (Physical/Life)	20	20	20	20
**Career Tech/Geography/Health	10	10	10	10
Physical Education	20	20	20	20
VAPA/FL/CTE	10	10	10	10
Community Service	5	5	5	5
Electives	95	95	95	95
TOTAL	260	260	260	260

** This course includes curriculum on HIV/AIDS. A parent/guardian who wishes to have their student excused from the HIV/AIDS curriculum of this course must see the school counselor or principal.

Program Changes:

A request for a possible program change can be made the first ten school days of the semester. This form is available in the counseling office. Valid reasons for a class change request are:

1. Graduation Requirement
2. Previously passed course, cannot get credit second time
3. Have not met prerequisites
4. Medical release signed by doctor
5. Administrative change signed by administrator

Testing:

Smarter Balanced Assessment Consortium. Standardized tests, mandated by the California Department of Education, measure student knowledge of California State Standards and Common Core standards using a Computer Adaptive Test and specific Performance Tasks for math, science, and English will be late April.

SAT, PSAT, ACT, ASVAB, CELDT: For more information and testing dates regarding these exams, please see the Guidance Counselor.

Failed Courses:

Students failing a core course during the regular school year may repeat the course during any subsequent year if the course is offered. **Failed courses can be made up during summer school or by enrolling in an online course through OdysseyWare. (See the Guidance Counselor for Information)**

Check Out Procedures/Withdrawal from School:

Students who withdraw from school or transfer to another school district must do so through the counselor's office. A Parent/Guardian must accompany student when withdrawing from the District. All library books, textbooks, fines, locks, etc., must be cleared before the student can officially withdraw from school and transcripts can be forwarded to the new school.

Change of Address:

Parent/Guardians must notify the office and/or counselor's office immediately of any change of address or phone number.

ATTENDANCE

Following each absence from school, parents or guardians are asked to call or write a note for the student's absence. Please include the name of the student, day(s) absent, and the specific reason for absence. Absences are excused only for verified **illness, medical appointments, court appointments (except for defendant), religious service, and quarantine**. All other reasons are unexcused.

Short Term Independent Study:

Students who must miss school for five or more consecutive days may request short-term independent study and receive work during their absence.

Unexcused Absences:

Students having unexcused absences will be reviewed by the administration and after 21 period absences will begin the School Attendance Review Board (SARB) process. Days truant (unexcused), as well as any other all-day absences, may be made up by attending **Saturday School** from 9 a.m. to 1 p.m.

Tardies:

If a student is late to class and does not have a valid excuse, the student is considered tardy. Tardies of thirty minutes or more constitute an unexcused absence. Tardy is not being in class before the second bell. Tardies for the week will be checked Friday afternoon; students with 3-5 tardies will be assigned a mandatory after school program class. Those students with 6-7 tardies will be assigned two after school program days, and those with 8 or more tardies will receive three after school days. More than ten tardies in a week will result in lunch detention as well. **Student/Athletes who have three or more tardies in one week will be ineligible the following week (all games).**

Cutting:

Students choosing to cut classes (willfully not going to class) will receive two lunchtime detentions per cut. A full day of cutting class will result in a full week of lunch detentions. **Student Athletes who cut a class will be ineligible the following week (all games).**

Make-up work for school activity absences:

Students who miss school while on a school activity (sports, field trips, etc.) are responsible to secure their assignments and complete them by the due date. If students know that they will miss class in advance, they should speak to the teacher in advance. Missed tests are to be made up on the discretion of the teacher.

Make-up work for unexcused absences and suspensions:

Issued at the discretion of each teacher. Teachers may allow the students to make up work but are not required to.

Clearing Absences Procedures:

After an absence, a parent/guardian must call the school or send a note with their student prior to 7:55 a.m. the day of return. Students should conduct this and all personal business during non-class hours; before and after school, break, lunch, and passing periods, NOT during class time.

Grading Policy/Attendance:

Students must be present in class to foster good learning. Learning theories and show that there is a direct relationship between grades and attendance. The grading criterion used at Upper Lake High School is presently based on teacher discretion and may include attendance.

Incomplete Grades:

The intent of an incomplete is to give a student who was absent due to illness a chance to make up the work. Incomplete grades must be made up within ten school days of the end of the marking period or the incomplete grades will become an "F" and no credit will be given. No incomplete grades will be given during the last nine weeks of the second semester without prior approval of the administration.

Permission to Leave School:

Permission to leave school before the close of the school day may be obtained upon presentation of a written note from home or written notice of a professional appointment (dentist or doctor) or phone call from parent/guardian. When possible, students should make appointments during non-school hours. All parents must sign their student out of school in the office when leaving the premises prior to the close of school.

--

Bullying Policy:

Upper Lake High School supports the right of every student to a safe learning environment. Bullying is not acceptable and students are encouraged to speak out on behalf of others that are picked on, called names, put down, or made to feel unwelcome. Bullying can be many things, but typically means:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not disrupt the education environment.

ELIGIBILITY POLICY

Students participating in extracurricular activities must maintain a 2.0 grade average in the preceding grading period as well as maintain a minimum 90% attendance rate. A grading period is every nine (9) weeks. Eligibility goes into effect the day after grades are released by the Counselor's office. Typically grades come out on Friday; eligibility takes effect the following Monday. Grades received in June will affect eligibility for the following August.

Students will be at practice the day before a game or will not play in the game, unless cleared by the coach, administrator, or athletic director.

In order for a student to be eligible to participate in any school extracurricular activity, he/she **must attend school the entire day of the event** unless approved by the administration. (e.g., doctor's appointment to get cleared would be okay, a generic "appointment" will not.) If an extracurricular activity takes place on a Saturday, the student must have been at school the Friday before the event for the entire day. Attending a school event, such as a field trip, counts for attendance.

Eligibility requirements apply to all students. Extracurricular activities include but are not limited to; senior activities, off-campus lunch, athletics, cheer, ASB and class officers, clubs, dances, concerts, and organizations sponsored by the school. **Activities that are part of the school curriculum such as band, chorus, drama, field trips, etc., are exempt from eligibility requirements as long as the activity is part of the classroom instruction for which a grade and credit is given.**

Students participating in away games/meets must be transported in district approved vehicles. **Participating students will not be allowed to ride to and from such events in private cars** unless approved by the administration. **Written permission must be submitted at least one day in advance** to receive clearance for any other transportation option. The students can be released to their own parents or legal guardians after the contest with written verification. **Students may not drive themselves to a sporting event.**

****Student/Athletes who have three or more tardies during the week will be ineligible for the following week; it does not matter how many games, it is the entire following week.**

DISCIPLINE

What is a Referral?

A referral is a report written by a school employee about a student. It usually states an error made by the student in attendance, behavior, or academic performance. One copy goes home, one goes to the student, and a third goes into the student's records.

Cheating: (Plagiarism)

Cheating on exams or other school work or fraud of any kind is against the rules. Plagiarism will be handled at the discretion of the classroom teacher with help from the administration when requested. Consequences for "cheating" will be outlined in each teacher's syllabus.

Dress Guidelines:

The grooming or dressing by students in any manner that presents a health hazard, safety hazard, or is **disruptive to the educational process** (this includes offensive material, gang related apparel, not covering enough skin, etc) in the school will not be tolerated. Students will be expected to dress and groom in a manner that exhibits good taste and presents a favorable impression to peers, faculty and community. **If, in the estimation of the administration, a student's attire is a health hazard or is distracting, the student will be asked to make proper corrections at school if possible, or be asked to go home and make proper corrections before penalties are imposed.**

The presence of any apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, or other attributes denotes gang membership is prohibited.

Clothing with inappropriate advertising or slogans is prohibited. **No bandanas or do-rags** of any color will be worn by any student or athlete at any time.

Electronics:

In class, the school has a "Red/Yellow/Green" system. There should be a visual indicator at the front of the room, letting students know the current condition. 'Red' means no electronics seen or heard (off/silent). 'Yellow' means the student needs to ask for and get permission to use electronics. Green means that students are allowed to use their electronics freely *as long as that does not interfere with school work*. When asked, students must put away/turn off/ or hand over their electronic devices.

When asked, students must give their electronics to a staff member. Students who refuse to hand over their electronics may be suspended or have their electronics privileges at the school revoked.

Prohibited Items:

Items of no reasonable use to the pupil at school are prohibited. If an item's use by students is deemed to be disruptive by the administration, it will be designated as a prohibited item. This includes but is not limited to, speakers, weapons, bandanas, lighters,

If a student is found in possession of a prohibited item:

First offense: Item is confiscated, held by the administration until the close of the school day, week, or until the parent picks it up. (Administrative discretion)

Second offense: Item is confiscated, held by the administration until the close of the school day, week, or until the parent picks it up and a conference is held. (Administrative discretion)

Third Offense: Item is held until the end of the school year prior to being returned to parent.

Note: The School is not responsible for confiscated prohibited items. (Administrative discretion)

Further Offenses: Suspension, possible expulsion.

Public Display of Affection:

Students are expected to be reasonable in their display of affection on campus. Anything considered in poor taste (inappropriate) will be subject to disciplinary action.

Alcohol/Drugs/Paraphernalia/Tobacco Enforcement and Discipline:

The selling or attempted sales of any illicit substance will result in immediate removal from school premises pending an expulsion hearing before the Board of Trustees.

- A. Any student in grades 9-12 apprehended on school grounds as a first offender for a substance abuse offense, here defined as being under the influence or in possession of alcohol, an illicit substance, and/or drug-related paraphernalia (including electronic vaporizers) will automatically receive a five (5) day suspension from school and law enforcement may be notified. A second offense will require a student to meet before an administrative panel or the Board of Trustees for the possibility of being expelled.
- B. Tobacco use, including, but not limited to, smoking, snuff, chewing tobacco, or snuss:
 - First offense will result in Administrative referral and home contact
 - Second offense will result in detention
 - Third (and further) will result in suspension

Suspensions:

48900. A pupil may not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (q), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.

- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code.
- (r) is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: (1) While on school grounds. (2) While going to or coming from school. (3) During the lunch period whether on or off the campus. (4) During, or while going to or coming from, a school sponsored activity.
- (s) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aide and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (t) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (u) A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (v) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

Sexual Harassment Ed Code 48900.2

A pupil may be suspended from school or recommended for expulsion if the pupil has committed sexual harassment. This means unwelcome and ongoing sexual comments, advances, requests or favors whether verbal, visual, or physical contact.

Suspension for Hate Violence Ed Code 48900.3

A pupil may be suspended from school or recommended for expulsion if the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

Suspension/Expulsion-Terrorist Threat Ed Code 48900.7

A pupil may be suspended from school or recommended for expulsion if the pupil has made terroristic threats against school officials, school property, or both.

Expulsions Ed Code 48915:

48915. (a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance: (1) Causing serious physical injury to another person, except in self-defense. (2) Possession of any knife or other dangerous object of no reasonable use to the pupil. (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. (4) Robbery or extortion. (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee. (b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following: (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct. (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others. (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds: (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. (2) Brandishing a knife at another person. (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900. (5) Possession of an explosive. (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions: (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems. (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school. (3) Is not housed at the school site attended by the pupil at the time of suspension. (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following: (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct. (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others. (f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive

middle, junior, or senior high school, or at an elementary school. (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade. (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

SERVICES

Counseling:

Counseling services are available in the areas of academic planning, career exploration and personal/family problems, as well as educational difficulties. A counselor is available on a walk-in basis before and after school and during lunch. Students may sign up to meet with the counselor in the office; students are seen within 1-2 days of initial request. Students may not leave class to request a meeting with the counselor unless there is an emergency. Confidentiality is extremely important between student and counselor; all matters discussed will be kept in the strictest of confidence (as allowed by law; the counselor is a mandatory reporter and must report certain matters).

Alternative Programs:

Students may apply for Alternative placement in another District program through the counseling office. Clover Valley Continuation High School, Upper Lake Community Day School and Upper Lake Independent Study students are subject to the same District rules and regulations. Services and/or privileges are based on the student's placement. **Students who are 18 years of age or older that want to enter the Adult Education Program must meet with the Director of Alternative Programs to be considered for enrollment.**

Student Automobiles/Parking on Campus:

The following rules are for the protection of those who park their cars on campus:

1. All students will park in the Gym Parking Lot.
2. Once a student has parked on campus they may not leave without "checking out" through the office
3. **Parking lots are off-limits during the school day, including break and lunch.** If students have a legitimate reason for going to their vehicle, they **must** report to the office first.
4. Parking on campus is a privilege; inappropriate behavior or driving practices may result in the loss of the privilege.

Cafeteria Rules and Procedures:

Each student wanting a lunch from the cafeteria must know his or her "own" student I.D. number. This number is printed on each student's School I.D. card. Free and Reduced breakfast and lunch applications are available in the main office. Students must respect other students; no line cutting is allowed. Students are responsible for cleaning/clearing their own tables and eating areas. Students may eat outside; however, if the quad is not clean, students will lose the privilege for a time.

Athletic Insurance:

Upper Lake High School DOES NOT PROVIDE ATHLETIC INSURANCE FOR STUDENTS. Parents have the option of having their child covered by their own insurance or purchasing AIG/Student insurance. Insurance packets are available in the Main Office. **Athletes are required to have medical insurance to practice and compete in athletics.**

Riding School Bus:

Pupils transported in a school bus shall be under the authority of the bus driver (section 14263, CA Admin Code, Title 5). Violation of rules may result in suspension from riding the bus. The school district is responsible for its students from the time they leave their homes until they return. Please act accordingly.

Visitors:

Visitors are not allowed at school, unless they are an adult with legitimate business. All adult visitors must check-in at the office, and obtain a visitor pass. Family members bringing a treat to their student at lunch (birthday, for example) must check in at the office. This should NOT be a regular occurrence; the . Students should not be going into cars or 'hanging out' with people in the parking lot at lunch. **Parents who wish to bring their student lunch are welcome to do so, but must check in to the office.**

Work Permits:

Students under 18 years of age must have a work permit. Work permit applications are in the school office.

Identification “ID” Cards and the Student Body Activity Sticker:

All students are required to possess an Upper Lake High School ID card when on campus or attending school events. Students may purchase a student body activity sticker to get free admission to most athletic events (excluding playoffs) and discounted admission to most other activities such as dances.

Collecting Student Money:

All money collected from student activities by students and/or group advisors will be turned in to the District Business Manager. This regulation is applicable to all income from any source when collected in the name of Upper Lake Union High School groups, clubs, classes, or organizations.

Prescription/Non-Prescription Medication:

Students who must take medication need a written permission form, signed by a health care provider and parent/guardian, on file in the office. Medication, by state law, must be kept by school officials in the office and only distributed by approved school employees. School personnel are not allowed to give students any form of medication, even non-prescription medication, such as aspirin, pain relievers, or allergy medication. Students are not allowed at any time to possess prescription drugs on campus or during a school event.

Closed Campus:

Our campus is a “closed” campus. This means that our students are required to remain on campus during the entire period of their attendance at school. **Once dropped off by the bus or any vehicle, students may not leave the campus.** Students leaving without checking out through the office will be considered truant and defiant of school rules, and will be disciplined.

Dances:

Throughout the year, dances are sponsored by various organizations as well as by the student body. Admission is restricted to Upper Lake High School students and their dates. All guests must be approved in advance; all off-campus guest permission forms must be turned in two days prior to the dance. Students who leave the dance area will not be readmitted. Dances start at 8:00 p.m. and end at 11:00 p.m. with the exception of the Prom.

Off-Campus Lunch:

Open campus at lunch is allowed for eligible seniors at the discretion of the school board. The senior class must petition the board for off-campus lunch; the board may say no. Typically, when the board does say yes, a 3.0 grade point average and a minimum 90% attendance rate at the last grading period determine eligibility. When granted, off-campus lunch eligibility is determined by quarter and semester grades.

Driver's Education:

Driver's education courses may be available for completion during Summer School Sessions.

**UPPER LAKE HIGH SCHOOL
BELL SCHEDULES
2017-2018**

REGULAR DAY BELL SCHEDULE

Period 1	8:00-8:55
Period 2	9:00-9:50
BREAK	9:50-10:00
Period 3	10:05-10:55
Period 4	11:00-11:50
Period 5	11:55-12:45
LUNCH	12:45-1:15
Period 6	1:20-2:10
Period 7	2:15-3:05

All periods are 50 minutes in length with 1st period being 55 minutes for announcements. Passing periods are five minutes.

WEDNESDAY BELL SCHEDULE

Period 1	8:00-8:43
Period 2	8:48-9:30
Period 3	9:35-10:17
BREAK	10:17-10:27
Period 4	10:32-11:14
Period 5	11:19-12:01
Period 6	12:06-12:48
LUNCH	12:48-1:18
Period 7	1:23-2:05

Minimum Day Schedule

	8:00 - 8:30
	8:35 - 9:05
	9:10 - 9:40
	9:40 - 9:50
	9:55 - 10:25
	10:30 - 11:00
Lunch	11:00 - 11:30
Period 6	11:35 - 12:05
	12:10 - 12:40

All periods are 42 minutes in length with 1st period being 43 minutes for announcements. Passing periods are five minutes.

All periods are 30 minutes in length passing periods are five minutes.

Minimum Days - First days of school, 1st Semester Finals (Dec) and 2nd Semester Finals (May)