



2017-2018

**Freedom High School**  
Student and Parent Information Handbook

**Kelly Manke**  
Principal

**Omar Carreon**  
Assistant Principal

**Karen Cortez**  
Assistant Principal

**Michael Falconer**  
Assistant Principal

**Bridget Spires**  
Assistant Principal

1050 Neroly Road  
Oakley, CA 94561  
(925) 625-5900

<http://libertyunion.schoolwires.net/Domain/70>

NAME \_\_\_\_\_ STUDENT NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

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## Liberty Union High School District Office Personnel

Eric Volta, Superintendent  
Erik Faulkner, Assistant Superintendent of Educational Services  
Tony Shah, Assistant Superintendent of Administrative/Student Services  
Denise Rugani, Associate Superintendent of Human Resources

### Board of Trustees

Pauline Allred, President  
Ray Valverde, Clerk  
Joanne Byer  
Roy Ghiggeri  
Yolanda Mendreck

### Freedom High School - Staff Directory

**Freedom High School: (925) 625-5900**

**School's web address: <http://libertyunion.schoolwires.net/Domain/70>**

Principal: Kelly Manke ext. 3001  
Principal's Secretary: Stefanie Limperis ext. 3002  
Receptionist/Health Clerk: Rachel Murphy ext. 3013  
B building Assistant Principal: Karen Cortez ext. 3071  
B office Secretary: Cheri Watson ext. 3066  
C building Assistant Principal: Michael Falconer ext. 3025  
C office Secretary: Terrie Rachal ext. 3065  
D building Assistant Principal: Omar Carreon ext. 3546  
D office Secretary: Theresa Montgomery ext. 3547  
E building Assistant Principal: Bridget Spires ext. 3081  
E office Secretary: Teresa Villa ext. 3063

B building Counselor: Zohra Richardson ext. 3550  
C building Counselor: Sandra Tang ext. 3084  
D building Counselor: Tracy Carroll ext. 3554  
E building Counselor: Nancy Yarbrough ext. 3074  
Targeted Assistance Counselor: Maria Sanchez ext. 3075

Attendance web site: [FHSattendance@luhsd.net](mailto:FHSattendance@luhsd.net)  
Attendance absence line: ext. 3045  
Attendance Secretary: Jen Tate ext. 3073  
Attendance Clerk Typist: Laurie Sheil ext. 3072  
Attendance Clerk Typist: Tiffany Westberry ext. 3434

Financial Clerk: Rae Perry ext. 3419  
Registrar: Gina Bills ext. 3004  
Activities Director: Dana Johnston ext. 3521  
Athletic Director: Steve Amaro ext. 3044  
Career Center technician: Alice Cartwright ext. 3024  
Vinne Angelo ext. 3234  
Duplicating/textbook clerk: Jacqui Gonzalez ext. 3010  
Library Clerk: Toni Vornhagen ext. 3016

# Freedom High School's Mission and Vision Statements

## Mission

Freedom High School will provide a range of educational experiences for all students to acquire the key knowledge and skills to become critical and innovative thinkers who are college and career ready.

## Vision

1. Be a Professional Learning Community which fosters innovation and enables students and staff to reach their maximum potential.
2. Prepare all students for success after high school by offering challenging coursework with targeted student support.
3. Provide a safe and nurturing environment designed around student needs which promotes respect for all.
4. Provide multiple avenues for the community to participate in the education of our students.

## Student Learning Outcomes (SLOs)

Abbreviated Version:

Freedom High School students will:

1. Demonstrate curricular knowledge and skills.
2. Demonstrate creative, critical and complex thinking.
3. Demonstrate effective communication.
4. Demonstrate The Falcon Five traits: be accountable, be prepared, be positive, be respectful, and be a Falcon.

Expanded Version:

Freedom High School students will:

- a. Demonstrate curricular knowledge and skills.
  - Utilize effective study skills to achieve the content area standards.
  - Write grammatical, logical and coherent pieces of work in all content areas.
  - Read and comprehend grade appropriate materials.
  - Use technological resources to enhance learning.
- b. Demonstrate creative, critical and complex thinking.
  - Analyze and integrate information to produce work/project that draws logical predictions and conclusions.
  - Collaborate and use critical thinking skills to solve complex problems.
  - Utilize creativity to demonstrate innovative thinking.
  - Explore a variety of academic, athletic, artistic, and extracurricular activities.
- c. Demonstrate effective communication.
  - Listen, speak, and write effectively.
  - Express themselves through oral presentations that demonstrate comprehension and knowledge.
  - Collaborate to solve real world problems and produce quality work.
  - Use technology appropriately to communicate ideas and knowledge.
5. Demonstrate The Falcon Five traits: be accountable, be prepared, be positive, be respectful, and be a Falcon.
  - Show respect by following the district, school and classroom policies.
  - Recognize and respect diverse cultures, lifestyles, and ideas.
  - Take personal responsibility and be accountable by monitoring their transcripts.
  - Exhibit academic integrity and honesty.
  - Display social responsibility at all times.

## Principal's Message

Dear Parents and Students,

Welcome to the 2017-2018 school year! I am looking forward to an exciting and productive year. This student handbook describes in detail Freedom's policies, procedures, and information. Please take a moment with your student to review the information contained in the handbook. Many answers to questions regarding Freedom High School can be found in the handbook.

My goals for the 2017-2018 school year are for Freedom High School:

- to be a safe and nurturing environment
- to offer rigorous, challenging, and engaging curriculum
- to be the center of knowledge and pride of our community

Pursuing these goals has led us to set a common purposes, establishing a Professional Learning Community with a focus on student learning, Common Core implementation, getting students ready for college and career, creating a strong and relevant advisory program, and strengthening our academies to provide a clear purpose with meaningful pathways for students who are pursuing a college education or who are interested in pursuing employment after high school or for those.

Once again, I am proud to note the improvements accomplished since last year. Our student graduation rate has increased for the 11<sup>th</sup> consecutive year and our students who have successfully completed the UC/CSU a-g requirements increased. We have several computer labs and 39 portable computer carts to support student learning and in preparation for the Smarter Balanced Testing program that all 11<sup>th</sup> grade students in the state of California are mandated to take and the District Assessment that all grade levels are required to take.

I look forward to meeting all of you during the upcoming school year. Please take the time to get to know not only your student's teachers, but also your high school campus. Enjoy the many extra-curricular activities Freedom has to offer. Freedom's student success depends not only on the teachers and staff, but also on your willingness to be part of the Freedom community as stated in our goals for Freedom to be the center for knowledge and pride in our community.

Kelly Manke  
Principal

PDD  
Tentative\*\*

Minimum  
Day

Common  
Assessments

# Liberty Union High School District Traditional Schedule 2017-2018 INSTRUCTIONAL CALENDAR ®

**CAASPP**  
**TRADITIONAL DAY**  
**Technology Maintenance**

Board  
Mtg.

July							August							September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4 H	5	6	7	1 8			1 T	2 A	3 B	4 A	5						1 A	2
9	10	11	12	13	14	15	6	7 B	8 A	9 B	10 A	11 B	12	3	4 H	5 B	6 A	7 B	8 A	9
16	17	18	19	20	21	22	13	14 A	15 B	16 A	17 B	18 A	19	10	11 B	12 A	13 B	14 A	15 B	16
23	24	25 NTD	26 NTD	27 SDD	28 SDD	29	20	21 B	22 A	23 B	24 A	25 B	26	17	18 A	19 B	20 A	21 B	22 A	23
30	31 SW D						27	28 A	29 B	30 A	31 B			24	25 B	26 A	27 B	28 A	29 B	30 43

October							November							December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1 A	2 B	3 A	4						1 A	2
8	9	10	11	12	13	14	5	6 B	7 A	8 B	9 A	10 H	11	3	4 B	5 A	6 B	7 A	8 B	9
15	16 A	17 B	18 A	19 B	20 A	21	12	13 B	14 A	15 B	16 A	17 B	18	10	11 A	12 B	13 A	14 B	15 T	16
22	23 B	24 A	25 B	26 A	27 B	28	19	20	21	22 H	23 H	24 H	25	17	18 F	19 F	20 F	21 F	22 SWD	23
29	30 A	31 B					26	27 A	28 B	29 A	30 B			24	25 H	26 H	27 V	28 V	29 V	30 43

January							February							March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 H	2 V	3 V	4 V	5 V	6					1-A	2 B	3					1 A	2 B	3
7	8 T	9 A	10 B	11 A	12 B	13	4	5 A	6 B	7 A	8-B HHS	9 A	10	4	5 A	6 B	7 A	8 B	9 A	10
14	15 H	16 A	17 B	18 A	19 B	20	11	12 B	13 A	14 B	15 A	16 H	17	11	12 B	13 A	14 B	15 A	16 B	17
21	22 A	23 B	24 A	25 B	26 A	27	18	19 H	20 B	21 A	22 B	23 A	24	18	19	20	21	22	23	24
28	29 B	30 A	31 B				25	26 B	27 A	28 B				25	26	27	28	29	30	31 47

April							May							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 H	3 A	4 B	5 A	6 B	7			1 A	2 B	3-A FHS	4 B	5						1 T	2
8	9 A	10 B	11 A	12 B	13-A LHS	14	6	7 A	8 B	9 A	10 B	11 A	12	3	4 F	5 F	6 F	7 F	8 SWD	9
15	16 T	17 T	18 T	19 T	20 T	21	13	14 B	15 A	16 B	17 A	18 B	19	10	11	12	13	14	15	16
22	23 T	24 T	25 T	26 T	27 T	28	20	21 A	22 B	23 A	24 B	25 A	26	17	18	19	20	21	22	23
29	30 B						27	28 H	29 B	30 A	31 B			24	25	26	27	28	29	30 47

**Legal Holidays and Board Designated Non-School Days**

Labor Day Fall Break Veteran's Day Thanksgiving Winter Break	September 4, 2017 October 2-13, 2017 November 10, 2017 November 20-24, 2017 Dec 22, 2017-Jan 5, 2018	Martin Luther King Day Lincoln's Day Washington's Day Spring Break Spring Recess Memorial Day	January 15, 2018 February 16, 2018 February 19, 2018 March 19-30, 2018 April 2, 2018 May 28, 2018
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First Day of School Back to School Night Back to School Night Minimum Day Open House Last Day of School	August 1, 2017 FHS, HHS, LHS: 8/15/17 LP: 8/17/17, I: 9/22/17 FHS, HHS, LHS: 8/16/17 I: 1/18/18 HHS: 2/7/18 LHS: 4/12/18 F: 5/2/18 June 7, 2018
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Regular Rotating Day – M, T, W		
Time	A-Day	B-Day
8:15 – 9:44	1	5
9:49 – 11:22	2	6
11:22 – 11:52	Lunch A	Lunch A
11:27 – 12:56	3B	7B
12:56 – 1:26	Lunch B	Lunch B
11:57 – 1:26	3A	7A
1:31 – 3:00	4	8

Advisory Day – Thu, Fri		
Time	A-Day	B-Day
8:15 – 9:38	1	5
9:43 – 11:06	2	6
11:11 – 11:34	Advisory	Advisory
11:34 – 12:04	Lunch A	Lunch A
11:39 – 1:02	3B	7B
1:02 – 1:32	Lunch B	Lunch B
12:09 – 1:32	3A	7A
1:37 – 3:00	4	8

**Professional Development Days:**

Professional Development Day – late start		
Time	A-Day	B-Day
8:10 – 9:20	PDD	PDD
9:25 – 10:37	1	5
10:42 – 11:56	2	6
11:56 – 12:26	Lunch A	Lunch A
12:01 – 1:13	3B	7B
1:13 – 1:43	Lunch B	Lunch B
12:31 – 1:43	3A	7A
1:48 – 3:00	4	8

Traditional Day (Lunch based on 5 <sup>th</sup> period)	
Time	Period
8:15 – 8:57	1
9:02 – 9:48	2
9:53 – 10:35	3
10:40 – 11:22	4
11:22 – 11:52	Lunch A
11:27 – 12:09	5B
12:09 – 12:39	Lunch B
11:57 – 12:39	5A
12:44 – 1:26	6
1:31 – 2:13	7
2:18 – 3:00	8

Rally Schedule		
Time	A-Day	B-Day
8:15 – 9:26	1	5
9:31 – 10:42	Assembly A/2B	Assembly A/6B
10:47 – 11:58	Assembly B/2A	Assembly B/6A
11:58 – 12:28	Lunch A	Lunch A
12:03 – 1:14	3B	7B
1:14 – 1:44	Lunch B	Lunch B
12:33 – 1:44	3A	7A
1:49 – 3:00	4	8

Minimum Day Schedule		
Time	A - Day	B - Day
8:15 – 9:15	1	5
9:20 – 10:26	2	6
10:31 – 11:31	3	7
11:36 – 12:36	4	8

<b>Based on your 3<sup>rd</sup> and 7<sup>th</sup> period class.</b>	
<b>Lunch A</b>	Gym, Portables, I, H, A
<b>Lunch B</b>	B, C, D, E, J, MPR

Finals Day Schedule				
Time	Period	Period	Period	Period
8:15 – 10:15	1	3	5	7
10:15 – 10:30	Break	Break	Break	Break
10:35 – 12:35	2	4	6	8

# LIBERTY UNION HIGH SCHOOL DISTRICT

## GRADUATION REQUIREMENTS

In order to graduate from Freedom High School students are required to meet the subject matter standards in the following courses and complete 270 credits in these required and elective courses. Students who do not fulfill all of these requirements are not eligible to graduate from Freedom High School.

The following requirements must be met in order to receive a diploma from the Liberty Union High School District: 10 Units = 1 year

<b><u>Units</u></b>	<b><u>Course Requirements</u></b>
<b>40</b>	<b><u>English:</u></b> 4 years Students must pass 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup> grade levels
<b>30</b>	<b><u>Social Studies:</u></b> 3 years a. One year of World History (10 <sup>th</sup> ) b. One year of U.S. History (11 <sup>th</sup> ) c. One semester of American Government (12 <sup>th</sup> ) d. One semester of Economics (12 <sup>th</sup> )
<b>10</b>	World Cultures/Geography - Freedom H. S. requires one year at 9 <sup>th</sup> grade level
<b>30</b>	<b><u>Mathematics:</u></b> 3 years Students must pass three years Mathematics with completion of Algebra through Geometry
<b>20</b>	<b><u>Science:</u></b> 2 years a. One year of Life Science (Biological) b. One year of Physical Science (Earth Science, Chemistry or Physics)
<b>10</b>	<b><u>Fine Arts or Foreign Language:</u></b> 1 year
<b>20</b>	<b><u>Physical Education:</u></b> 2 years of P.E. at the 9 <sup>th</sup> and 10 <sup>th</sup> grade level
<b>5</b>	<b><u>Health:</u></b> Students must take one semester of Health Education
<b>105</b>	<b><u>Electives</u></b>
<b>270</b>	<b>Total number of units required for graduation.</b>



## Report Cards

Progress reports of academic effort as well as the report cards of the first and third quarters are given to students during advisory at mid-quarter and at the end of these respective quarters. Semester grades are issued at the end of the second and fourth quarters and are mailed home. *Only semester grades are entered on transcript, which are official permanent grade records.* For more information on grade reporting dates, please visit our school web site.

### 2017-2018 LUHSD Grading Periods (by Quarter)

<b>REPORT PERIOD</b>	<b>DAYS</b>	<b>PERIOD END DATE</b>
<i>Mid-Quarter 1</i>		
<b>Quarter 1</b>		
<i>Mid-Quarter 2</i>		
<b>Quarter 2/Semester 1</b>		
<i>Mid-Quarter 3</i>		
<b>Quarter 3</b>		
<i>Mid-Quarter 4</i>		
<b>Quarter 4/Semester 2</b>		

## Academic support information

### Tutorial Services

Freedom High School offers a variety of tutorial services to support students in learning. Students are also encouraged to speak with their teachers for tutoring assistance. The following opportunities are available for students to seek additional help and/or complete assignments:

Study Hall – A full block period(s) to complete assignments, study, go to the Math Lab or use a Reverse Pass.

Reverse Passes – Reverse Passes are obtained in advance by students from the teacher with whom the student needs to speak to get additional assistance. **Reverse passes are not permitted during Advisory.**

Math Lab – Assistance is available daily, periods one through eight. The Math Lab is located in room C119.

Homework Extended Learning Program (HELP) – Tutorial support offered Monday through Thursday from 3:15 to 4:45. The HELP program is located in the Library.

### Parent Portal

The Parent Portal is a secure website that provides attendance, schedule and assignment information to parents who have an account. To obtain an account, the parent(s)/guardian(s) must provide a valid email address to the school. When this information is entered, it will automatically create an account attached to the student, and an email the parent with the password will be generated. Parents can go to <https://parents.luhسد.net> and enter the

Username and password that was emailed to them to access their child's information. Parents can also use this same web address to look up a forgotten password. For additional information and support, please see the Parent Info tab on the district website at [www.luhسد.net](http://www.luhسد.net) or call your students building office.

### Counseling

Counselors assist students to help them in long-range academic planning as well as to support their success throughout their high school careers. They ensure that students are placed in appropriate courses related to their interests, ability and achievement. In addition, counselors monitor students' progress toward graduation and they keep parents/guardians informed of their student's academic progress. They also provide parents/guardians with information on professional programs designed to help students whose problems are beyond the scope of the school guidance counselor. Counselors are available to meet with students by appointment; students can make appointments with their building counselor by going to their building office before school, during lunch, or after school and asking the secretary to schedule an appointment or calling 625-5900 and the counselor's extension: Sanchez ext. 3075; Richardson, ext. 3550; Tang, ext. 3084; Carroll, ext. 3554; Yarbrough, ext. 3074.

### Career Center

The Career Center Technician can assist students with career exploration; post high school training information, resume information, college/industry visitation programs and much more. The Career Center Technician can be reached at 625-5900ext. 3024 & 3234. The career center is open from 8:00 - 4:00 daily.

## Attendance Procedures

Students are expected to attend each scheduled class. Classroom experiences are meaningful and essential components of the learning process. Meeting class attendance requirements helps instill concepts of self-discipline, exposes the students to group interactions with teachers and fellow students, enables the student to hear and participate in class discussions, and involves the student in educational experiences not available in other circumstances. Instructional and learning opportunities lost through absence from class may not be retrievable.

**If your student is absent from class please call the attendance office at 625-5900 ext. 3045 or email the attendance office at [FHSattendance@luhsd.net](mailto:FHSattendance@luhsd.net) to excuse the absence. Parents can also track their student's attendance via the Parent Portal.**

All absences must be cleared within 48 school hours from the date of absence. If clearance is not obtained within this time period, make-up privileges for work missed may be denied. Students who miss school work because of unexcused absence may be required to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure (BP 6154). If your child is out three (3) or more days, contact their building office to obtain work.

We encourage you to clear an absence(s) within the same day that the student is absent. If no notification is given to the attendance office, then the parents will receive a phone call home from a computerized system in order to notify/remind the parents of a student's absence. Also, calling in advance relieves staff from calling parents at home or work to report student absence. Parents may also excuse their student's absence with a written letter to the office. **Any absences due to illness beyond sixteen days in a school year must be verified by a physician's note.** Excessive absences, excused and others, will be referred to the School Attendance Review Board (SARB).

When a student is going to be absent from school, his/her parent must phone the attendance office and state the reason for the absence and the date their student will return to class. If a student brings a note instead of having his/her parent call, the student must drop the note off to the attendance office when he/she returns to school.

Valid excuses (as per Ed. Code 48205) - ALL other absences are unexcused:

1. Illness or quarantine.
2. Medical or dental appointments of an emergency nature.
3. Attendance at funeral services for a member of your immediate family.
4. Court appearance.
5. Exclusion, for up to 10 days, to obtain immunizations.
6. Excused up to 4 hours/semester in order to participate in religious instruction or exercises.

### Truancy and Tardies

Truancies and tardies are not acceptable at Freedom High School.

A class-cut is an absence from a class without prior, parental, administrative or teacher approval or more than thirty (30) minutes late to a class (8 minutes/one third of the period late to Advisory). An absence not cleared will show up as a truant and make-up work may not be allowed. Appropriate disciplinary consequences will be assigned. Students are accountable for their attendance to Advisory periods. Students out of class without a valid written pass will receive disciplinary consequences. Students' punctuality is an expectation. If a student is not in class when the tardy bell rings, they will be marked absent until they arrive. Once the student arrives after the

bell, the teacher will change the absence to a tardy. If the student arrives 30+ minutes after the class begins, they are to report to the attendance office for an admit slip. All tardies are subject to disciplinary consequences.

Vacations during the school year are ***strongly discouraged***. Students who miss school work because of unexcused absence may be required to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure (BP 6154).

### **Co-Curricular Activity Absences**

Students must receive permission to be absent from their classes a minimum of 24 hours in advance due to co-curricular activity (participation in an activity).

### **Home and Hospital**

Home instruction is extended to students who will be absent in excess of two (2) weeks for long-term illness (BP 6183). This instruction is limited in scope. **A written request accompanied by a physician's report must be submitted to the E Building office for processing.**

### **Closed Campus**

Freedom High School is a closed campus! Students who must leave campus for medical or other valid reasons according to education code must obtain a permit to leave campus from the attendance office **prior to leaving campus**. Failure to do so will result in appropriate disciplinary actions. **Only** the parent or guardian of record may notify the attendance office via phone or note to allow their student to obtain a permit to leave campus. If you request a permit to leave campus for your student, please call the attendance line 925-625-5900 ext. 3072 or 3073 and be prepared to verify the following information:

- Full Name of Student
- Student ID (if you have it)
- Time of Student Departure
- Reason for Leaving
- If the student will return to campus
- How the student will leave campus (driving self, walking, parent/guardian pick up)

If you return to school on the same day, you must check back in to the attendance office. We encourage all doctor and dental appointments to be made after school hours.

\*Please note: When picking up your student from the A building, please be prepared to show your identification and allow 15 minutes for the student to be brought to the attendance office. When calling in for a permit to leave campus, please allow 1 class period for the student to receive their pass.

### **HERO**

This year we will be using a new behavior management system called HERO. If a student is late to class, they must report to the nearest building office secretary, or find the nearest campus supervisor, to have their IDs scanned. Once scanned, the student will be issued a tardy pass, and the tardy will automatically be reflected in their attendance. The tardy pass will indicate what time the student was scanned, as well as indicate what the student's consequence is. This tardy pass must be shown to the teacher in order to enter the room. Teacher will be instructed not to allow tardy students to enter the classroom unless they have a tardy slip. Emails will automatically go home to parents when a student has reached a certain number of tardies in a week.

Campus supervisors will also be using HERO to issue consequences to students who are out of class without a pass, wandering, caught in out-of-bounds area / out of their areas, or for dress code violations. HERO will also allow us to scan student in when they serve the detentions they have been assigned.

## **Student Parking Lot**

### **Parking Lot regulations:**

1. **During the school day, including lunch, the parking lot is an off limits area.** Students who are caught in an off limits area during the school day will be assigned appropriate progressive discipline.
2. Students are to park only in the large Student Lot, located in front of the tennis courts. The only exceptions to this are students who have earned Principal's Honor Roll (3.75 GPA) status. These students are eligible to park in the B parking lot, located in front of the gym
4. All vehicles must be registered with the school and display a permit in the windshield.
5. Students may be ticketed in any area unauthorized area.
6. All vehicles must be parked between diagonal lines and occupy only one space.
7. Vehicles must park according to the traffic flow patterns.
8. Excessive speeding or rapid acceleration is prohibited.
9. Any area designated STAFF is off limits to students and will be ticketed.
10. All vehicles are subject to search at any time.

### **Violators of parking regulations may be given one or more of the following consequences:**

1. Detention
2. Thursday School
3. Be cited by the Oakley Police Department
4. Saturday School
5. Be denied the use of parking facility privileges

### **Gate Policy**

All students who park on campus are expected to park inside the gated area. The only exceptions to this rule are students who qualify for Principal's Honor Roll (3.75 GPA) parking. These students may park in the B Staff lot.

Student parking lot gates will be locked ten minutes before passing period and ten minutes after the passing period bell. At the end of the day, they will be opened two minutes before the bell.

If a student must leave after the gates are locked, they need to go to the A Building and ask the secretary to contact a campus supervisor to open the gates.

If a student returns after the gates are locked, they must park in a visitor spot (in front of the A-Building) and go to the attendance office to request that the gate be unlocked.

## Student Government

Activities are planned and managed by the Student Council and Club Council under the direction of the Activities Director. Please refer to the monthly calendars for activity dates and times posted on our web site. Class elections are held in the spring of each year for the following year.

### Clubs & Departments/Academy

We encourage students to involve themselves in the many clubs and activities of high school life. School dances provide part of the social activities during the school year. Times and dates are published in advance.

Clubs	Advisor(s)	Clubs	Advisor(s)
<b>Activities:</b>	Dana Johnston	<b>Interact Club</b>	Nicole Hooper/Kristin Carey
<b>Academic Decathlon:</b>	Sean Clarke	<b>Italian Club:</b>	Miles Macy
<b>Aerospace &amp; Robotics:</b>	Dave Harte	<b>Journalism:</b>	Leslie Runzler
<b>ALOHA:</b>	Alex Dalida	<b>Latinos Unidos:</b>	Anna Gonzalez-Ortega
<b>Anime Club:</b>	Frank Beede	<b>Larp Club:</b>	John Sierra
<b>Art club:</b>	Dave Gautier	<b>Leadership:</b>	Dana Johnston
<b>Band:</b>	George Chilcott	<b>Marching Band:</b>	George Chilcott
<b>Be the Change:</b>	Susan Warren	<b>Math Club:</b>	Kathy Burke/Michelle Gordon
<b>Best buds:</b>	Kristen Scott	<b>MTG club:</b>	Rachel Woodcock
<b>Black Student Union:</b>	Kim Rucker	<b>Military Club:</b>	Alex Dalida
<b>California Scholarship Federation:</b>	Sheila Angelo	<b>National Honor Society:</b>	Cheryl Ochinero
<b>Choir:</b>	Eli Souza	<b>P.A.W.S:</b>	Holly Emery/ Rachel Kelleher
<b>Centre Stage:</b>	Hailey Cummins	<b>PHD Academy:</b>	Nicole Hooper
<b>Color Guard:</b>	George Chilcott	<b>Power of Unity:</b>	Gloria Payette/Catalina Rodriguez
<b>Comic Book Club:</b>	Liz Gray	<b>PUSH</b>	Neil Boden
<b>Communications:</b>	Lori Butler	<b>Redeemed:</b>	Neil Boden/ Valerie Graves
<b>Computer Science:</b>	Nicole Hooper	<b>Rugby Club</b>	Liz Gray
<b>Connect Crew:</b>	Dana Johnston	<b>STEM:</b>	Sean Clarke/Cynthia Bruins
<b>Dance Line:</b>	Leslie Runzler	<b>Sports Medicine:</b>	Glenn Briggs
<b>Class of '18:</b>	Apel/Garcia	<b>The Zone:</b>	TBD
<b>Class of '19:</b>	Cruit/Gasca	<b>Unicef</b>	Kathy Burke
<b>Class of '20:</b>	Beede/Luna	<b>Yearbook:</b>	Leslie Runzler
<b>Class of '21:</b>	TBD		
<b>Fashion Club:</b>	Dave Behling		
<b>FHS band:</b>	George Chilicott		
<b>French Club:</b>	Madame Boden		
<b>FRESHH:</b>	John Sierra/Susan Warren		
<b>Head Rally:</b>	Sandy Torres/Leslie Runzler		
<b>Gamers Club:</b>	David Harte		
<b>SAGA:</b>	Nicole Hooper/Rachel Woodcock		
<b>German Club:</b>	Julia Textor/Allison Smith		

## Athletics

### Athletic Eligibility

To be eligible in the athletic program at Freedom High School, students must meet the following requirements:

1. Students must be enrolled in 20 credits or more at Freedom High School.
2. The student has earned credits at a rate of no less than the equivalent of 20 semester credits of work behind normal progress at any time prior to graduation AND the student is no more than two courses behind normal progress in successfully completing specific courses required for HS graduation as prescribed by the governing board.
3. Students must maintain at least a 2.0 grade point average each quarter. If a student does not have a 2.0 average, the student is ineligible until the completion of the next grading period. If the sport allows academic probation and if the student's quarter grade point average is between 1.75 - 1.99 and has no more than 1 F, the student is eligible to apply for athletic probation. To arrange for a probation hearing, the student or the student's parent needs to contact the Athletic Director, Mr. Amaro. If the student does not live within the district boundaries, students must also contact the Athletic Director.

### Freedom High School ethics for spectators

- Spectators are required to maintain a high degree of sportsmanship during athletic contests.
- Spectators must, at all times, remain in the designated seating areas while a contest is in progress.
- No spectator is allowed to confront an official, coach, or player before, during or after an athletic contest.
- The actions of a spectator, detrimental to the playing of the game, may cause forfeiture of that contest.

The following behavior is unacceptable at all NCS/CIF high school contests:

1. Berating your opponent's school or mascot.
2. Berating, yelling, booing or chanting at opposing players or coaches before, during or after a game. Personal attacks will not be tolerated.
3. Obscene cheers or gestures.
4. Negative signs. All signs must show only positive support. Those which direct negative comments towards opponents or are unsportsmanlike or vulgar are not permitted.
5. Noisemakers (Artificial noisemakers shall not be used at any event. Artificial noisemakers include, but are not limited to, megaphones, air horns, bells, whistles, clickers, thunder sticks, explosive devices, etc).
6. Laser pointers.
7. Complaining about an official's call(s) – verbal or gesture.
8. Throwing objects onto the playing area before, during or after a contest.
9. Entering the playing area before and during a contest, including the awards ceremony, if applicable.

**All students must exit the campus within 30 minutes of the ending of the event or they may receive a consequence of not attending the next school event.**

Any spectator who fails to abide by the above rules will be asked to leave the premises.

Administration may prohibit attendance at any school activity of any person(s) who, in the judgment of the administration, causes or contributes to a negative or unsafe environment.

In and out privileges are severely restricted at athletic contests. Permission will be granted at the discretion of administration. Backpacks, bicycles, skateboards, scooters and animals are not allowed at athletic contests.

## Dances

### Non participation list

Students become ineligible to attend school dances for the quarter if in the previous and current quarter any of the following apply:

- Grade Point Average below 1.5.
- Three or more disciplinary infractions in the monitored (previous) quarter.
- Any fines owed or overdue textbooks. If you are on the list for fines, you may be removed from the list by clearing the fine or returning the textbook.
- Any student found to be under the influence or in possession of alcohol or drugs will be ineligible to attend dances for the remainder of the quarter and the next quarter.

Seniors may apply for a waiver for *Senior Ball only*.

### Freedom High School Dance Protocol

- Students must be a Freedom student.
- Students must have current/valid picture ID to purchase a ticket *and to enter the dance*.
- Students must not be on the non-participation list.
- No students will be admitted after 9:00 p.m.
- INAPPROPRIATE DANCING will not be tolerated. Students dancing inappropriately will be required to go to dance detention and further disciplinary consequences will follow.
- Students will not be allowed to re-enter the dance after leaving the dance area.

The District Behavior Code applies to student actions. No guests are allowed at regular school dances.

**GUEST BIDS ARE ACCEPTED ONLY FOR HOMECOMING, WINTER BALL, SOPH HOP, JUNIOR PROM, AND THE SENIOR BALL.**

Guests may not be older than 19 for the Homecoming and Frosh/Soph Hop dances, 20 for Junior Prom and 21 for Senior Ball. Middle school students, regardless of age, are not allowed to attend.

**All students must exit the campus within 30 minutes of the ending of the event or they may receive a consequence of not attending the next school event.**

## Health

The health office is in the administration building. Students must have an up-to-date emergency card on file with the Health Clerk. If students are injured at school or a school-sponsored event, report the injury immediately to the nearest FHS staff member. If students must leave school because of illness, **they must check out through the Attendance office before leaving (See Page 9 Closed Campus)**. California school law will not permit FHS to give medication, even aspirin, to students without written consent of the student's parent or legal guardian for a specified medicine with a specified dosage, for a specified period of time, as prescribed by a physician or other authorized medical personnel (Ed. Code 49423.6).



## **Bus Transportation**

For bus transportation information, you may call 634-2700. Students are held accountable to Ed. Code 48900 while riding the bus to and from school. There will be school consequences for transportation behavior referrals.

## **Discipline Policy and Procedures**

**Disclaimer: The rules you are about to read in this Code of Conduct supplement are in addition to Freedom High School's broad, discretionary authority to maintain safety, order and discipline in the school zone. These rules support, but do not limit, our authority.**

Our discipline policy and procedures are intended to promote consistent and fair treatment of all students in an atmosphere of open communication, self-discipline, and clearly communicated rules and regulations.

## **Expectations of Our School Community**

In all instances, written documentation regarding the behavioral incident and subsequent parent/guardian communication should be submitted to the principal or administrator handling the incident. All disciplinary actions will be governed by the California Education Code and the Liberty Union High School Board of Education.

## **Code of Conduct**

At Freedom High School, we believe it is the basic right of each student to receive a quality education. School and classroom rules are designed to enhance quality education, prevent disruption, and protect students.

**Students are responsible for their behavior and the consequences of good or poor judgment. Students are subject to school rules, policies, and behavior expectations on the way to and from school, on school premises, and at school sponsored functions.**

Video surveillance will occur throughout the school year as a resource to help ensure the safety of students, staff, and school property. A video recording of actions by students may be used by Freedom High School and/or the Liberty Union High School District as evidence in any disciplinary action brought against a student(s) arising out of the student's conduct in or around the Liberty Union High School District and its property.

Bullying of any kind, including cyberbullying, is not acceptable and will not be tolerated. If a student is found to have engaged in any kind of bullying, severe consequences will be administered including, but not limited to suspension and expulsion (Ed. Code 48900(r) and Ed. Code 32261(r)).

Teachers will inform students of classroom rules, specific to their instructional situations. Students and parents should familiarize themselves with the LUHSD discipline matrix, and addition to expectations of safe and reasonable conduct.

Students who are subject to disciplinary investigation may be subject to breathalyzer and field sobriety tests.

## **Direction from school personnel**

Each student is expected to follow reasonable rules, directions, instructions, and requests from teachers, student teachers, substitute teachers, instructional assistants, principals, campus supervisors, or any other authorized school personnel during any period of time when he/she is properly under the authority of school personnel. Failure to do so will result in disciplinary consequences.

## **Student I.D. Cards**

The first I.D. card is free and identifies each student as an active member of the student body. **All students must wear a current year I.D. card VISIBLY. Not wearing this I.D. card visibly may result in progressive disciplinary action, or a written citation. Staff Assistant IDs do not qualify as a valid student ID card.**

If students lose their student ID card, they must pay \$3.00 for a duplicate in their building office or the student store. If the student does not have \$3.00 to pay for the ID, he/she will be billed for it. If students let someone else use their card, it will be taken away and they will be subject to disciplinary action.

A student body card sticker is the passport to the whole activity program at Freedom. This may be purchased at Walk-Thru or later at the Student Store. It serves as a student I.D. and allows the following discounts:

1. Free admission to FHS athletic home events.
2. Reduced admission to ASB-sponsored dances.

## **Disciplinary Consequences**

The Liberty Union High School District discipline matrix begins on page 21.

### **After School Detention**

After school detentions are held daily from 3:10 to 4:10 in the Multi-Purpose Room (MPR). If a student fails to attend an assigned after school detention, further disciplinary consequences will be assigned.

### **In-School Suspension (ISS)**

Students assigned to In-School Suspension (ISS) must make arrangements to make up the work they miss while in ISS. ISS is an alternative to suspension at the discretion of administration and is an excused absence from class. If a student is assigned to more than 2 periods of ISS, the student is not allowed to attend any extracurricular activity that day. If a student gets a Permit to Leave Campus out of ISS, they will be reassigned 1 day of ISS.

### **Wednesday School**

Wednesday School is held on PDD/late start Wednesdays in room D119 from 8:15 to 9:15. Students are expected to be productive during this period of time. Failure to attend or being asked to leave an assigned Wednesday School will result in further disciplinary consequences.

### **Thursday School**

Thursday School is held on Thursdays in room D119 from 3:15 to 5:45. Students are expected to be productive during this period of time. Failure to attend or being asked to leave an assigned Thursday School will result in further disciplinary consequences.

### **Saturday School**

Saturday School is held on Saturdays from 8:00 to 12:00. Students are to arrive promptly by 8:00 in the A Staff lounge. Students assigned to Saturday School are expected to bring enough work to be productive for the entire four hour session.

### **Suspension**

Pursuant to LUHSD Board Policy 5144.1, suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion; this exclusion prohibits students from being on or near any school campus and/or district provided bus transportation.

## **Theft**

Students are **strongly encouraged** to leave all valuables at home. The Liberty Union High School District is **not responsible** for lost or stolen items. Students are encouraged to report theft to their building office as soon as possible and to complete a stolen property report. All lockers are the property of the district and are subject to inspection without student permission or prior notice if reasonable suspicion exists that a search will uncover evidence of illegal possessions and activities.

## **Electronic devices**

Students may carry cell phones and MP3 players at school, but may NOT use them or have them on during instructional time unless being used for instructional purposes as directed/permited by the teacher. **Phones are not to be used to take pictures or video footage.** Use during class time or inappropriate use will result in confiscation of device and disciplinary consequences. Video cameras are not allowed on campus without administrative approval. Refer to BP 5131 for additional information.

Any student caught misusing a cell phone (i.e. taking pictures, videotaping a fight and calling for non-students to come on campus) will be subject to disciplinary action.

We encourage all students to leave their electronic devices at home. If you choose to bring these items, they are susceptible to theft. The school is **NOT** responsible for these items.

## **Student use of computers & internet accounts**

All students shall follow the guidelines specified in the District Acceptable Use Policy Contract available at registration. Student use computers are to be used for educational purposes only! Any violators will be subject to discipline including, but not limited to, the loss of their computer privileges.

## **Conflict mediation**

If a student is in conflict with another student or a group of students, we encourage them to report it to their building office so that appropriate action may be taken. Conflict mediation is an acceptable, confidential and strictly peer-driven program that assists in teaching students non-violent methods of solving a problem. Any student involved in a fight, including a student who jumps in, is subject to disciplinary action(s).

## Dress Code

Students are expected to attend school in clothing that does not disrupt the educational process. Any item of clothing that promotes disruptive and/or demoralizing values, which are inconsistent with and counterproductive to our educational mission, is not permitted. The decision concerning appropriateness of dress is determined by the administration. Refer to B.P. 5132 and A.R. 5132 for additional information.

Avoidance of distracting influences is key to maintaining an appropriate appearance. Any apparel, cosmetic, jewelry, or piercing, even if not specifically mentioned, which creates a safety concern or detracts from the educational process is prohibited.

A student who wears inappropriate clothing to school will be asked to change into appropriate attire before returning to classes and disciplinary consequences may be assigned. California courts support reasonable, clear school regulations governing the appearance of students.

### The following guideline shall apply to all school activities:

- Garments that expose the chest, and tank tops with extended armholes are prohibited.
- Shirts and shoes are required at all times. No bare midriffs or bare backs, no low cut or revealing tops are allowed. No “off-the-shoulder” garments are to be worn. Garments, including pants, shall be sufficient to conceal underclothes. No underclothing should be worn as outer clothing.
- References or innuendoes to drugs, alcohol, weapons, sex, tobacco, racial slurs, profanity, or any disparaging remarks are prohibited.
- Hats, hoods or other non-religious head coverings are not to be worn in classrooms/instructional areas.
- Any gang symbols are strictly prohibited. A more restrictive policy may be applied as necessary to maintain a safe and orderly campus.
- Students must follow the correct dress code attire for Physical Education, which includes a gray tee shirt, navy blue shorts and appropriate shoes. **Board Policy (AR 5132) prohibits the wearing of any jewelry at any time.**

## Food & Drink

The cafeteria and snack bars at Freedom High School utilize the MyNutrikids.com system which is a safe and convenient system for online prepayments and nutrition education. MyNutrikids.com provides a fast, easy, and secure way to view child account purchases and updated meal balances. When your child’s meal balance gets low, money can be added to their account from the convenience of your home or office. For more information about this program, including instruction on creating an account for your student, please visit: <http://www.mynutrikids.com>.

**Forms for the Free and Reduced Lunch program (NSLP) are available in each building office, cafeteria, and district website.**

Food and drinks in classrooms are severely restricted. The decision to allow food and drink in the classroom is at the individual teacher’s discretion.

Food and drink will only be sold before school, after school, or during lunch. Students selling food or drinks at any other time could be subject to disciplinary consequences.

## Textbooks

Students are responsible for the care of textbooks. **Students are encouraged to cover assigned textbooks.** When students withdraw from school, they must return student textbooks to the textbook room (A105). If students change a class, they must return the textbooks they no longer need to the bookroom. Students will be fined for damaged or lost textbooks. Student's grades, transcripts, and/or diploma may not be forwarded to student's next school or issued to student if fines or other charges have not been paid. In addition, this matter will be turned over to a collection agency.

### Textbook policy

1. Students are responsible for the care of their textbooks.
2. Textbooks will be issued through textbook room A105.
3. Students must have a current FHS student ID to check out textbooks.
4. Students must pay existing textbook bills to be able to check out textbooks.
5. Students are encouraged to cover assigned textbooks.
6. Students need to inspect textbooks for damage at check-out time. Damages need to be reported immediately to the textbook room clerk. Students may be fined for unreported damages.
7. Charges for damaged or lost textbooks range from \$5.00 to the full replacement price of the book. Students may be given the option to replace textbook through other sources for a lower price.
8. Students must report any loss of textbooks to the textbook room immediately. Once a student reports a lost or damaged a book, they will have 1 full week to either pay for the book or show proof of replacement of book.
9. Replacement books will be issued after payment for the lost book(s) or arrangements have been made.
10. Receipts will be issued for payment for a lost book. Refunds for books that are found will be mailed.
11. The replacement price of a book is the current publisher's price.
12. Students must return books to the textbook room when the course of study is completed.
13. When students withdraw from school, they must return student textbooks to the textbook room (A105).
14. If fines or other charges are not paid, students' grades, transcripts, and/or diploma may not be forwarded to student's next school or issued to student. In addition, this matter will be turned over to a collection agency.
15. Students can and will receive Thursday school for overdue books. They can also be placed on the no activities list.
16. For a yearlong class, students may keep the textbook until the end of the school year. Semester long class textbooks are due back at the end of each semester (Before Winter Break and by the last day of school).
17. All Novels are due back to the textbook room before each and every school break (Fall break, Winter break, Spring break, and Summer break).

## **DISCLAIMER**

**School information published in this handbook is subject to change as may be needed to ensure continued compliance with federal, state or local regulations and is subject to review and alteration as becomes necessary for the routine operation of the school.**

### **Public Notification of Nondiscrimination**

**The Liberty Union High School District (LUHSD) is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.**

**The LUHSD's Career and Technical Education (CTE) program does not discriminate in enrollment in or access to any of the CTE programs available. Admission to these programs is based on age appropriateness, class space, interest, aptitude, and prerequisite coursework (where applicable). The lack of English skills shall not be a barrier to admission to or participation in the District's activities and programs. The LUHSD also does not discriminate in its hiring or employment practices.**

**This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the California Code of Regulations Title 5, Chapter 5.3 Nondiscrimination. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the District's designated compliance coordinators.**

**Section 504 Coordinator: John Saylor- Director of Student Services, 20 Oak Street, Brentwood, CA 94513 (925) 634-2166**

**Title IX Coordinator: Tony Shah, Assistant Superintendent of Administrative/Student Services, 20 Oak Street, Brentwood, CA 94513 (925) 634-2166**

**CCR Title 5 Coordinator: Tony Shah, Assistant Superintendent of Administrative/Student Services, 20 Oak Street, Brentwood, CA 94513 (925) 634-2166**

**CTE Program Coordinator: Erik Faulkner, Assistant Superintendent of Educational Services, 20 Oak Street, Brentwood, CA 94513 (925) 634-2166**



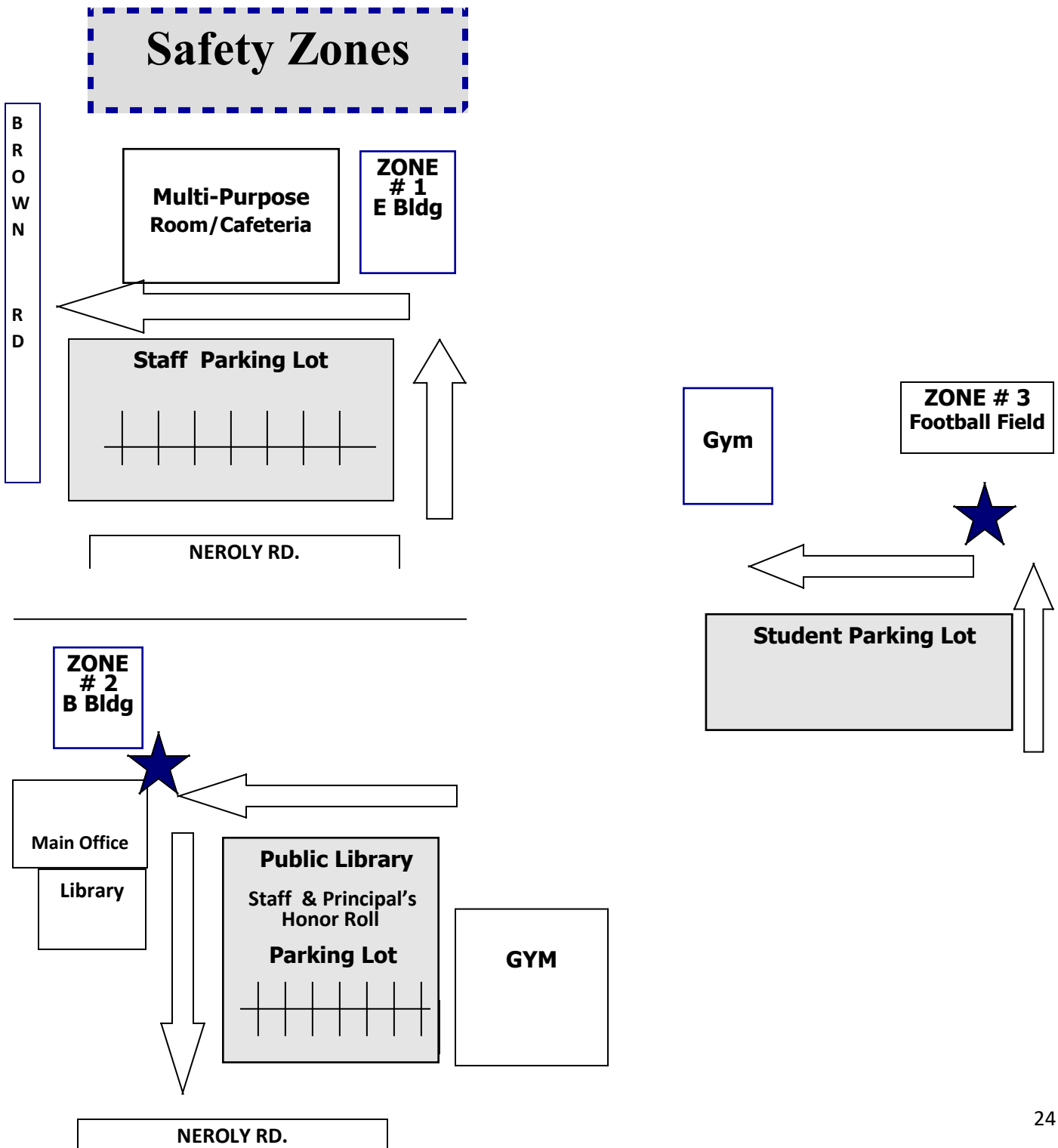
## Safe Evacuation Plan (SEP)

The Safe Evacuation Plan is designed to prepare all individuals for the impact of a major disaster or emergency affecting the school. There are two (2) Safety Zones for campus evacuation. Zones 1 and 2 are designed for the safe evacuation of students and indicate where parents may be required to pick up their student.

### Student pick up area

Release of Student will ONLY occur if the student is picked up by the parent, guardian or emergency contact person noted on the student emergency card.

**Zones 1 and 2** will have a command center with a staff member responsible for the release of students.





Category 1: Offenses on which the Principal is REQUIRED to recommend EXPULSION, without exception.

**ED Code 48915(c)**

Offense	First Offense	Second Offense	Third Offense
1. Possessing/selling/furnishing a firearm at school or at a school activity.	5 day suspension. Police report. Expulsion Recommendation		
2. Brandishing a knife at another student.	5 day suspension. Police report. Expulsion Recommendation		
3. Unlawfully selling a controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code.	5 day suspension. Police report. Expulsion Recommendation		
4. Committing/attempting to commit a sexual assault/battery as defined in EC 48900(n).	5 day suspension. Police report. Expulsion Recommendation		
5. Possessing any explosive device.	5 day suspension. Police report. Expulsion Recommendation.		

Category 2: Offenses on which the Principal is REQUIRED to recommend EXPULSION, unless Principal makes an exception

**ED Code 48915(a)**

Offense	First Offense	Second Offense	Third Offense
1. Caused serious physical injury to another person, except in self defense.	5 day suspension. Police report. Possible Expulsion Recommendation		
2. Possessed any knife or other dangerous object of no reasonable use to the student.	5 day suspension. Police report. Possible Expulsion Recommendation		
3. Unlawful possession of any controlled substance listed in Chapter 2 (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 (measurement) ounce of marijuana, other than concentrated cannabis.	5 day suspension. Police report. Possible Expulsion Recommendation		
4. Robbery or extortion.	5 day suspension. Police report. Possible Expulsion Recommendation		
5. Assault or battery, as defined by Sections 240 and 242 of the Penal Code upon any school employee.	5 day suspension. Police report. Possible Expulsion Recommendation		

Category 3: Offenses which may result in a recommendation by the Principal for expulsion (Education Code 48900.2, 48900.3, 48900.4, 48900.7)  
 Administrator has latitude to impose penalty based upon individual circumstances.

**ED Code 48900**

Offense	First Offense	Second Offense	Third Offense
.2 - Committed sexual harassment as defined by EC 212.5.	1-3 day on/off campus suspension. Possible referral to Counseling Refer to sexual harassment policy	1-3 day suspension Possible involuntary transfer recommendation	5 day suspension Expulsion recommendation
.3 - Caused/attempted to cause/threatened to cause or participated in an act of hate violence as defined by EC 67380.	3-5 day suspension Possible involuntary transfer	5 day suspension Involuntary transfer recommendation Police notification	5 day suspension Expulsion recommendation
.4 - Engaged in harassment/threats/intimidation against district personnel or student(s) which disrupted classwork, created substantial disorder, invaded rights of student(s) by creating an intimidating or hostile environment.	3-5 day suspension Possible involuntary transfer	5 day suspension Involuntary transfer recommendation	5 day suspension Expulsion recommendation
.7 - Made terrorist threats against school officials or school property, or both.	3-5 day suspension Police Report Involuntary or Expulsion recommendation	5 day suspension Expulsion recommendation	

Category 4: Offenses on which a student may be suspended, transferred to the District Alternative/Continuation School, or incur revocation of inter-district permit on the first occurrence of any offense. Alternative means of corrections should be considered prior to suspension such as community service, detention, or on-campus suspension. Parents will be notified after each offense. Behavioral infractions are cumulative during the duration of high school. Administrator has latitude to impose penalty based upon individual circumstances.

**ED Code 48900**

Offense	First Offense	Second Offense	Third Offense
a.(1) Caused, attempted to cause, or threatened to cause physical injury to another person (Assault)(Mutual Combat)	1 - 3 day on/off campus suspension	3-5 day on/off campus suspension Possible involuntary transfer	5 day suspension Possible Involuntary or Expulsion recommendation
a.(2) Willfully used force or violence upon the person of another, except in self-defense. (Battery)	3 day suspension	3-5 day suspension Possible involuntary transfer	5 day suspension Possible expulsion recommendation
b. Possessed/sold/furnished any firearm/knife/explosive/dangerous object. (Does not meet EC 48915 criteria)	1-3 day on/off campus suspension Possible Police report	3-5 day suspension Police report Possible involuntary transfer recommendation	5 day suspension Police report Possible expulsion recommendation
c. Possessed/used/sold/furnished or been under influence of any controlled substance/alcoholic beverage/intoxicant.(does not meet EC 48915 criteria)	1 – 3 day suspension Police report	5 day suspension Police report Possible Involuntary transfer recommendation	5 day suspension Police report Possible Involuntary or Expulsion recommendation
d. Offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. (does not meet EC 48915 criteria)	1 – 3 day suspension Police report	5 day suspension Police report Possible Involuntary transfer recommendation	5 day suspension Police report Possible Involuntary or Expulsion recommendation
e. Committed or attempted to commit robbery or extortion.	1 – 3 day on/off campus suspension Police report	5 day suspension Police report Involuntary transfer recommendation	5 day suspension Police report Expulsion recommendation
f. Caused/attempted to cause damage to school/private property.	1 – 3 day on/off campus suspension Restitution Possible Police report	3 - 5 day suspension on/off campus Restitution Police report Involuntary transfer recommendation	5 day suspension Restitution Police report Expulsion recommendation
g. Stole/attempted to steal school/private property.	1 – 3 day on/off campus suspension Police report	5 day suspension Police report Possible Involuntary transfer recommendation	5 day suspension Police report Involuntary or Expulsion recommendation
h. Possessed/used tobacco/other nicotine product.	Warning Discretion of site administrator Possible referral to counseling	1-3 day on/off campus suspension Possible referral to counseling	3-5 day on campus suspension

i.(1) Committed obscene act or engaged in habitual profanity/vulgarity. (Non-directed)	Warning Discretion of site administrator	Detention assigned	1 – 3 day on/off campus suspension
i.(2) Committed obscene act or engaged in habitual profanity/vulgarity. (Directed-Student)	1-3 day on/off campus suspension	3-5 day on/off campus suspension	5 day suspension
j. Unlawfully possessed/offered/arranged/negotiated to sell any drug paraphernalia.	1-3 day on/off campus suspension Possible Police notification	2-3 day on/off campus suspension Police report	5 day suspension Police report Possible Involuntary transfer recommendation
k. Disrupted school activities/defied valid authority.	Discretion of site administrator	1-3 day on/off campus suspension	3-5 day on/off campus suspension
l. Knowingly received stolen school property or private property.	1 – 3 day on/off campus suspension Possible Police report	3 - 5 day on/off campus suspension Police report	5 day suspension Police report Involuntary transfer recommendation
m. Possessed an imitation firearm.	1-3 day on/off campus suspension Possible Police report	3 - 5 day on/off campus suspension Police report Involuntary transfer recommendation	5 day suspension Police report Expulsion recommendation
n. Committed/attempted to commit a sexual assault as defined in Penal Code 261, 266C, 288, 288a or 289 or committed a sexual battery as defined by Penal Code 243.4.(does not meet EC 48915 criteria)	1-3 day on/off campus suspension. Possible referral to Counseling Possible police notification Refer to sexual harassment policy	1-3 day suspension Possible involuntary transfer recommendation Police notified	5 day suspension Expulsion recommendation
o. Harassed, threatened or intimidated a student to prevent/retaliate for being a witness in a school disciplinary hearing.	1 – 3 day suspension	3 – 5 day suspension Police report Involuntary transfer recommendation	5 day suspension Police report Expulsion recommendation
p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.	1 – 3 day suspension Police report	5 day suspension Police report Possible Involuntary transfer recommendation	5 day suspension Police report Possible Involuntary or Expulsion recommendation
q. Engaged in, or attempted to engage in, hazing.	1-3 days on/off campus suspension	3-5 days off campus suspension	5 day suspension Possible involuntary transfer
r. Engaged in the act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel.	1-3 days on/off campus suspension	3-5 days off campus suspension	5 day suspension Possible involuntary transfer
s. Aid or abet the infliction or attempted infliction of physical injury	1-3 days on/off campus suspension	3-5 days off campus suspension	5 day suspension Possible involuntary transfer

Category 5: Offenses which are not usually punishable by a school suspension on the first offense. Second and Third offenses may be 48900k violations. Other disciplinary actions may be taken, such as community service, in lieu of detention and/or on-campus suspensions. Parents will be notified after each offense if deemed appropriate.

Administrator has latitude to impose penalty based upon individual circumstances.

Offense	First Offense	Second Offense	Third Offense
Verbal Provocation	Warning Possible non-harassment contract	1 day on/off campus suspension	2-3 day off campus suspension
Forgery or Falsification of school/parent documents	Warning	1 day on-campus suspension	2-3 day off campus suspension
Unauthorized use of pager, cell phone, listening/recording device, electronic device during instructional time	Confiscate Return to student at end of day	Possible detention Confiscate Parent pick-up	1 day on-campus suspension Confiscate Future violations will result in 1-5 days suspension.
Bicycles/skateboards ridden on campus	Warning and confiscation of item for rest of day.	Detention, parent picks up item	1 day on/off campus suspension, item banned from use.
Dress code violation	Warning and clothing item changed	Detention. Clothing item changed	1-2 day on/off campus suspension.
Gambling for profit or gain	Warning	1-2 day on-campus suspension	3-5 day on-campus suspension
Display of gang related or affiliated symbols	Warning, Confiscate Parent conference Possible police notification	1-3 day on/off campus suspension Possible police notification	5 day off campus suspension Police report Possible involuntary transfer
Cheating	Parent/teacher contact Teacher detention Zero on assignment	1 day class on-campus suspension Parent/teacher contact Zero on assignment	2-3 day on/off campus suspension Zero on assignment Parent Contact (Fourth Offense - WF)
I.D. card failure to wear, carry, or present upon request	Warning	Detention	Detention Future violations may result in 1-5 days suspension
Off campus/Out of bounds area	1 day on/off campus suspension Warning Possible detention	2-3 days on/off campus suspension	3-5 days on/off campus suspension
Unsafe behavior-running, throwing objects, horseplay, spitting	Warning Possible detention	1 day on-campus suspension or detention	2-3 day suspension
Displaying inappropriate affection	Warning	Possible detention	1 day on-campus suspension
Harassment (does not meet EC 48900.3 criteria)	Warning Possible non-harassment contract	1-3 days on or off campus suspension Possible non-harassment contract	3-5 days off campus suspension Possible involuntary transfer
E-cigarettes	Warning Confiscate, return to parent	Warning Confiscate, return to parent	1-2 day on campus suspension

### Weekly Tardy Consequences

# Tardies	Consequence
3	-Detention
6	-Detention -Lunch Detention
9	-Thursday School
12	-Thursday School -2 Lunch Detentions
15	-Saturday School
16+	-Discipline for Willful disobedience (possible suspension)

### Weekly Truancy Consequences

# of Period Truancies	Consequence
1	-Thursday School
2	-Thursday School -Lunch Detention -Teacher Call home
3	-Thursday School -Lunch Detention -Campus Beatification -Teacher Call home -T1 letter (This is based on Cumulative Truancies)
4	-All Day ISS -Thursday School -T2 Letter/Pre SART (This is based on Cumulative Truancies) -Teacher/Admin call home
5	-Saturday School -Teacher/Admin call home
6+	-Discipline for Willful disobedience (possible suspension) -SARB (This is based on Cumulative Truancies) -Parent notified by district official