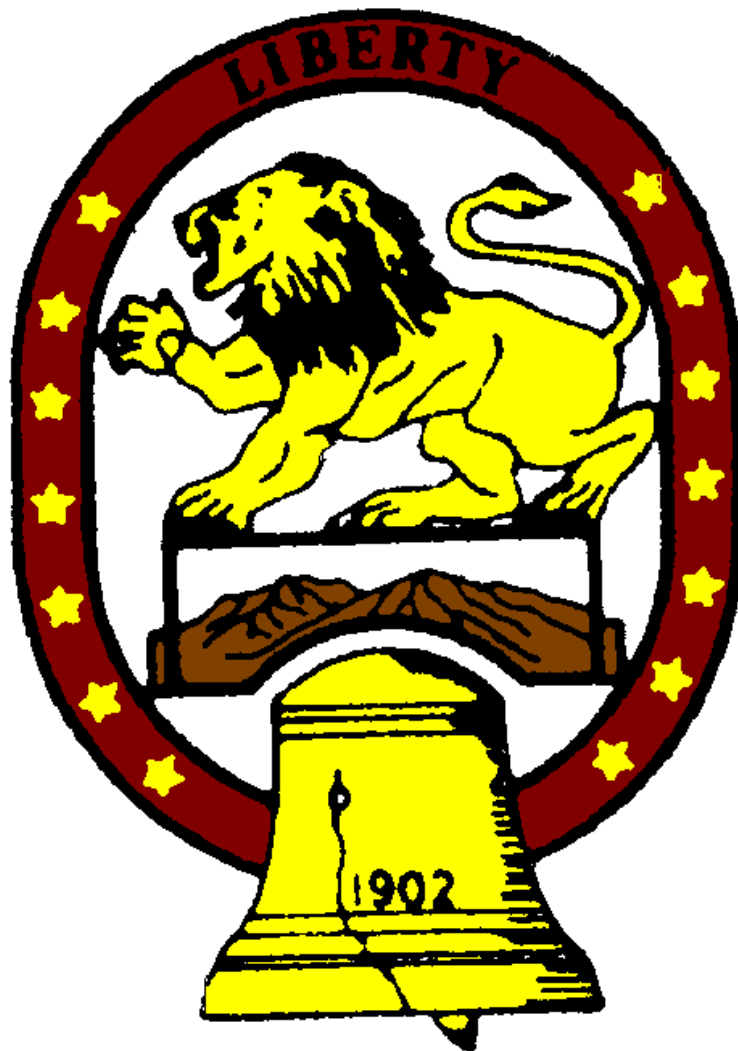


# LIBERTY HIGH SCHOOL



# STUDENT HANDBOOK

2016-2017

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# Liberty High School Staff

## PRINCIPAL

**Principal** – Patrick Walsh, ext. 5201  
Secretary – Stefanie Limperis, ext. 5202

## DENS

### Den 1

**Assistant Principal** – Veronica Polk, ext. 5222  
Secretary – Lynn Martinez, ext. 5210

### Den 2

**Assistant Principal** – Sandra Guardado, ext.5220  
Secretary – Kathy Agudo, ext. 5219

### Den 3

**Assistant Principal** – Kevin Morris, ext. 5229  
Secretary – Kellie Callahan, ext. 5216

### Den 4

**Assistant Principal** – Michael Burstein ext. 5224  
Secretary – Jeni Groseclose, ext. 5210

## COUNSELORS

Divided Alphabetically

Abanid - Drivon	Jen Bigler, ext. 5231	(B-1, Den 1)
Drummer - Lopez	Irene Magana, ext. 5972	(B-2, Den 2)
Lopinto - Salinas	Kyle Anderson, ext. 5972	(A-2, Den 3)
Salon - Zybach	Shannon Abono, ext. 5209	(A-1, Den 4)
Targeted Assistance	Husani Whitlock	(B-1, Dens 1-4)



## Mission Statement

*Our mission is to graduate all students with a world-class, comprehensive education, ready for post-secondary excellence, through research-based instruction and a collaborative system of support.*

### **Expected School wide Learning Results (ESLR's)**

#### **A Liberty High School graduate possesses skills in academics to:**

- demonstrate critical thinking and logical problem solving strategies while satisfying curricular expectations.
- read and analyze academic text effectively.
- explore and develop sustainable post-secondary educational and career options.

#### **A Liberty High School graduate possesses skills in communications to:**

- listen and speak appropriately to a targeted audience.
- organize and write coherently across the curriculum.
- access and use technology competently and responsibly.

#### **A Liberty High School graduate possesses skills in citizenship to:**

- become self directed learners who advocate for themselves in order to achieve their goals.
- respect themselves and others while contributing to society through community service opportunities.
- exhibit accountability for their actions and self-discipline in their daily lives.

# LIBERTY HIGH SCHOOL 2016-2017

## Regular Bell Schedule

Time	A - Day	B - Day
8:15 – 9:43	1	5
9:50 – 11:20	2	6
11:20 – 11:50	Lunch	Lunch
11:57 – 1:25	3	7
1:32 – 3:00	4	8

## Professional Development Day Schedule

8:15 – 9:25	Teacher Meeting No Students	Teacher Meeting No Students
9:35 – 10:43	1	5
10:50 - 12:00	2	6
12:00 - 12:30	Lunch	Lunch
12:37 - 1:45	3	7
1:52 – 3:00	4	8

### **Professional Development Days:**

August 10 & 31, September 14 & 28, October 26,  
November 30, December 14, January 11 & 25, February 15,  
March 15, April 8 & 29

## Final Days Schedule

Time	Period	Period	Period	Period
8:15 – 10:15	1	3	5	7
10:15 – 10:28	Break	Break	Break	Break
10:35 – 12:35	2	4	6	8

**Final Days:** December 16, 19, 20 & 21, June 5, 6, 7, 8

## Traditional Day

Time	All Day
8:15 – 8:55	1
9:02 - 9:47	2
9:54 - 10:34	3
10:41 - 11:21	4
11:21 – 11:52	Lunch
11:59 - 12:39	5
12:46 - 1:26	6
1:33 - 2:13	7
2:20 - 3:00	8

**Traditional Days:** January 9 & June 2

## Minimum Day Schedule

Time	A - Day	B - Day
8:15 – 9:15	1	5
9:22 – 10:22	2	6
10:29 - 11:29	3	7
12:36 - 12:36	4	8

**Minimum Day Schedule:** August 17, 2016 & April 14, 2017

PDD

Minimum Day

Common Assessments

Liberty Union High School District

Modified Traditional Schedule

CAASPP

TRADITIONAL DAY

Board Mtg.

2016-2017 INSTRUCTIONAL CALENDAR

Technology Maintenance

July							August							September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1 A	2 B	3 A	4 B	5 A	6					1 B	2 A	3
3	4 H	5	6	7	8	9	7	8 B	9 A	10 B	11 A	12 B	13	4	5 H	6 B	7 A	8 B	9 A	10
10	11	12	13	14	15	16	14	15 A	16 B	17 A	18 B	19 A	20	11	12 B	13 A	14 B	15 A	16 B	17
17	18	19	20	21	22	26	21	22 B	23 A	24 B	25 A	26 B	27	18	19 A	20 B	21 A	22 B	23 A	24
24	25 NTD @DO	26 NTWD @SITE	27 SDD @DO	28 SDD @SITE	29 SWD @HHS	30	28	29 A	30 B	31 A				25	26 B	27 A	28 B	29 A	30 B	44
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			1 B	2 A	3 B	4 A	5					1 B	2 A	3
2	3	4	5	6	7	8	6	7 B	8 A	9 B	10 A	11 H	12	4	5 B	6 A	7 B	8 A	9 B	10
9	10	11	12	13	14	15	13	14 B	15 A	16 B	17 A	18 B	19	11	12 A	13 B	14 A	15 B	16 F	17
16	17 A	18 B	19 A	20 B	21 A	22	20	21	22	23 H	24 H	25 H	26	18	19 F	20 F	21 F	22 SWD	23 H	24
23	24	25	26	27	28	29	27	28	29	30 A				25	26	27	28	29	30	31
30	31	A						A	B						H					42
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	2	3	4	5	6	7				1 B	2-A HHS	3	4				1 B	2 A	3 B	4
8	9 T	10 A	11 B	12 A	13 B	14	5	6 A	7 B	8 A	9 B	10 A	11	5	6 A	7 B	8 A	9 B	10 A	11
15	16 H	17 A	18 B	19 A	20 B	21	12	13 H	14 B	15 A	16 B	17 A	18	12	13 B	14 A	15 B	16 A	17 B	18
22	23 A	24 B	25 A	26 B	27 A	28	19	20 H	21 B	22 A	23 B	24 A	25	19	20	21	22	23	24	25
29	30 B	31 A					26	27 B	28 A					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		1 B	2 A	3 B	4-A FHS	5 B	6					1 B	2 T	3
2	3 A	4 B	5 A	6 B	7 A	8	7	8 A	9 B	10 A	11 B	12 A	13	4	5 F	6 F	7 F	8 F	9	10
9	10 B	11 A	12 B	13 A	14-B LHS	15	14	15 B	16 A	17 B	18 A	19 B	20	11	12	13	14	15	16	17
16	17 H	18 A	19 B	20 A	21 B	22	21	22 A	23 B	24 A	25 B	26 A	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31 A				25	26	27	28	29	30	47
30																				

Legal Holidays and Board Designated Non-School Days

Labor Day	September 5, 2016	Martin Luther King Day	January 16, 2017
Fall Break	October 3-14, 2016	Lincoln's Day	February 13, 2017
Veteran's Day	November 11, 2016	Washington's Day	February 20, 2017
Thanksgiving	November 21-25, 2016	Spring Break	March 20-31, 2017
Winter Break	December 22, 2016-Jan 6, 2017	Spring Recess	April 17, 2017
		Memorial Day	May 29, 2017

First Day of School	August 1, 2016
Back to School Night	FHS, HHS, LHS, - Aug. 16, 2016
Back to School Night	LP: Aug. 18, 2016 IHS: Sept. 23, 2016
Minimum Day	FHS, HHS, LHS - Aug. 17, 2016
Open House	H/Feb.1, L/Apr.13 F/May.3 I/Jan.19
Last Day of School	June 8, 2017

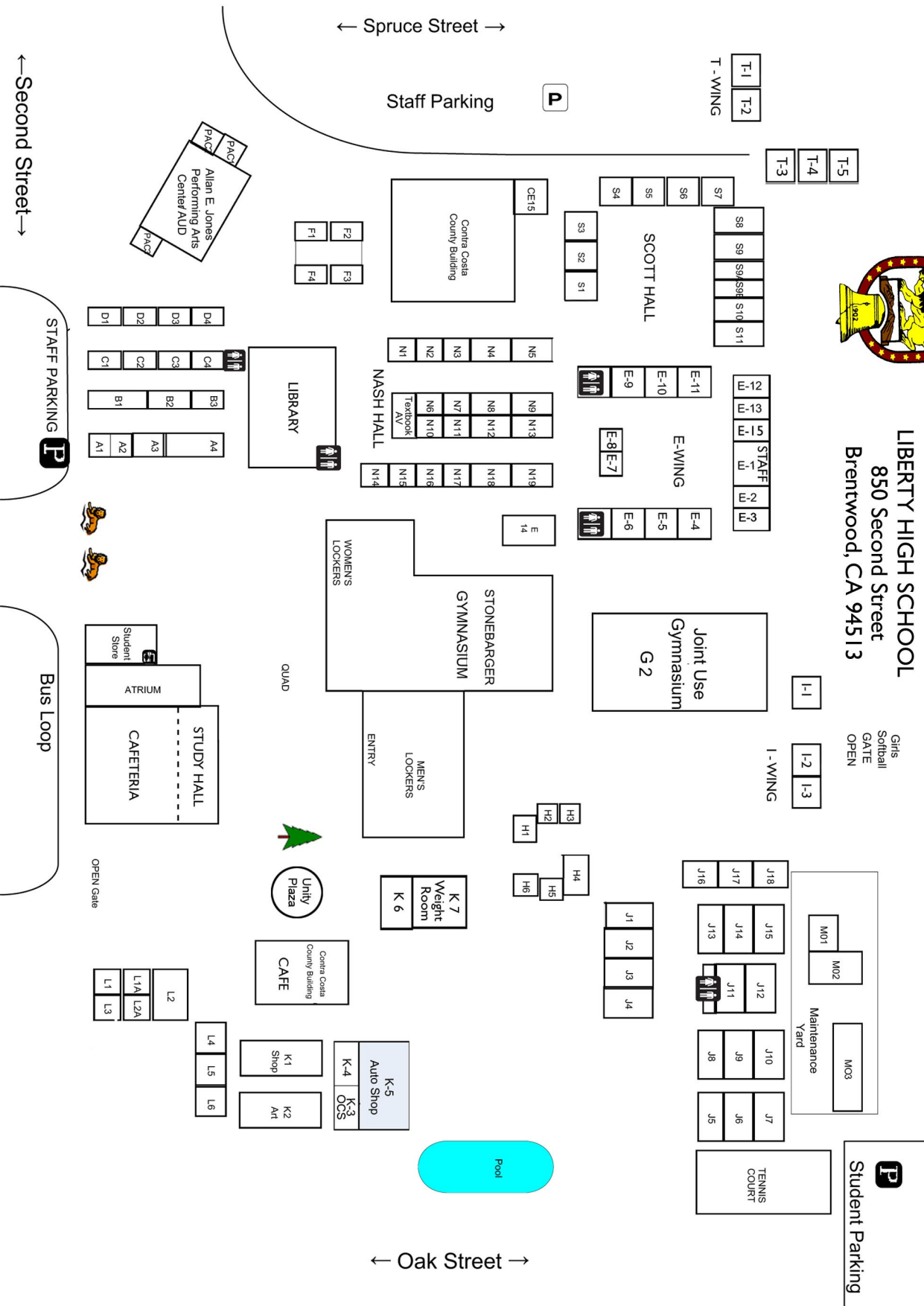
\*\*\*All District Departments, Sites, and Locations closed December 26-30, 2016



**LIBERTY HIGH SCHOOL**  
 850 Second Street  
 Brentwood, CA 94513

**2016-2017**

Girls Softball GATE OPEN



# STUDENT CLUBS & ACTIVITIES

## Student Clubs

- Anime Club
- Annual Staff (Yearbook)
- Archery Club
- Art Club
- Art History Club
- Auto Club
- Band
- Best Buds
- Black Student Union (BSU)
- California Scholastic Federation (CSF)
- Cheer Squad
- Choir club
- Class of 2017
- Class of 2018
- Class of 2019
- Class of 2020
- Comedy Club
- Code Club
- Cubing club
- Dance Team
- Fandom Club
- Fellowship of Christian Athletes
- First Priority (Christian Club)
- Fishing club
- Future Farmers of America (FFA)
- FHA-Hero
- Gamers
- Gay Straight Alliance (GSA)
- Golf Club
- Health Careers Academy Club
- Interact
- Latinos Unidos
- Leadership
- Liberty Film Alliance
- Liberty Physics Crew
- Liberty's Educators of the Future
- Lion's Crew
- Lion's Roar Staff (Journalism)
- Math Club
- Model UN
- National Arts Honor Society
- National Honor Society (NHS)
- PADA Club

- Playmakers (Drama Club)
- Polynesian Club
- Recording Club
- Robotics & Engineering Club
- S Club
- Tennis Club
- Ukulele Club
- Wake Club

## Student Activities 2016-2017

August 1	School Starts (A Day)
August 1-2	Freshmen Safari
August 5	Back to School Dance
August 15-22	CELDT Testing
September 18	Homecoming Rally, Parade & Game
September 19	Homecoming Dance
September 30	Brentwood Bowl (HHS)
November 4	Bell Game (FHS)
December 9	Winter Choir Concert
January 27	Liberty Idol
April 14	Career Fair (New Gym)
April 15	Mr. Liberty
May 1-13	AP Testing
May 13	Senior Ball
May 15	Academic Achievement Night
May 23	Local Scholarship Night

## Mark your Calendars!

Back to School: August 16, 2016

Open House: April 13, 2017



## ATHLETICS & COLLEGE CAREER CENTER INFO

FALL SEASON (AUG— SEPT)	WINTER SEASON (OCT— MAR)	SPRING SEASON (FEB — MAY)
Boys Water Polo	Boys Basketball	Baseball
Cross Country	Boys Soccer	Boys Golf
Football	Girls Basketball	Boys Tennis
Girls Golf	Girls Soccer	Boys Volleyball
Girls Tennis	Wrestling	Softball
Girls Volleyball		Swimming & Diving
Girls Water Polo		Track & Field

**Athletic Director:** Curtis Cunningham, Room K-6

**E-mail:** [cunningh@luhsd.net](mailto:cunningh@luhsd.net)

**Phone:** (925) 634-3521 ext. 5896

**Fax:** (925) 516-2963

**Office Hours:** M-F, 7:45-8:15 & 3:00-3:30

Liberty High School is a Division I High School in the Bay Valley Athletic League (BVAL). The BVAL is part of the North Coast Section (NCS) of the California Interscholastic Federation (CIF).

The LHS Athletic Clearance Form must be completed and submitted prior to participation in any school sport. Please download the form from Liberty High School website: [www.libertyunion.schoolwires.net](http://www.libertyunion.schoolwires.net) (click on Athletics, then click on Athletics Director) and submit the appropriate forms to the head coach of the sport and the Athletic Director.

### 2016-2017 SAT Dates

<u>SAT DATE</u>	<u>SAT Subject Tests Available ?</u>
October 1, 2016	YES
November 5, 2016	YES
December 3, 2016	YES
January 21, 2017	YES
March 11, 2017	NO
May 6, 2017	YES
June 3, 2017	YES

\*Dates subject to change

### ACT Test Dates

Test Date	Registration Deadline	(Late Fee Required)
September 10, 2016	August 5, 2016	August 6-19, 2016
October 22, 2016	September 16, 2016	September 17-30, 2016
December 10, 2016	November 4, 2016	November 5-18, 2016
February 11, 2017*	January 13, 2017	January 14-20, 2017
April 8, 2017	March 3, 2017	March 4-17, 2017
June 10, 2017	May 5, 2017	May 6-19, 2017

Aug 1<sup>st</sup> University of California applications open. Submission window is from Oct 1 – Nov 30<sup>th</sup>

CSU application window is Oct 1 – Nov 30<sup>th</sup>

NEW FAFSA application date – Begin filing Oct 1, 2016

College Fair Night @ Freedom HS Sept 8<sup>th</sup>

## Liberty High School Graduation & UC/CSU Requirements 2016 - 2017

High School Subject Area	Liberty High School Graduation Requirements	CSU/UC Requirements Grades of "C" or better
<b>English</b>	<b>4 years</b> = 40 credits of English (This may include 10 credits of ELD Classes)	<b>Four years</b> of approved courses, College Prep Courses (English 1, 2, 3, 4)
<b>Mathematics</b>	<b>3 years</b> = 30 credits of Mathematics through Geometry Ia	<b>Three years</b> , including Algebra, Geometry, and Intermediate Algebra. <b>Four years recommended.</b>
<b>Social Science</b>	<b>3 years</b> = 30 credits of History/Social Science, including one year of U.S. History; one year of World History; and ONE TERM each of American Government and Economics	<b>Two years</b> of History/Social Science, including one year of U.S. History or one-half year of U.S. History and one-half year of Civics or American Government; and one year of World History, Cultures and Geography
<b>Science</b>	<b>2 years</b> = 20 credits, including Biological and Earth Sciences	<b>Two years</b> , including one year of biological and one year of Physical Science with lab. <b>Three years recommended.</b>
<b>Foreign Language</b>	<b>1 year</b> = 10 credits of either Visual and Performing Arts or Foreign Language	<b>Two years</b> in same language required. <b>Three years recommended.</b>
<b>Visual &amp; Performing Arts</b>		<b>One year</b> of Visual and Performing Arts Chosen from the following; Dance, Drama/ Theater, Music or Visual Art.
<b>Physical Education</b>	<b>2 years</b> = 20 credits, with one year taken in the 9 <sup>th</sup> grade	
<b>Health</b>	<b>One Semester</b> = 5 credits	
<b>Electives</b>	<b>65 - 105 credits</b>	<b>One Year</b>
<b>TOTAL CREDITS REQUIRED</b>	270	<b>Total of 15 prep courses</b> (7 College Prep courses in the last 2 years)
<b>Testing Requirements</b>	<b>University of California SAT Reasoning or ACT</b>	<b>California State University SAT Reasoning or ACT</b>
	UC uses the highest combined score from a single sitting of the ACT plus Writing or the SAT Reasoning Test. Also recommended are two SAT Subject Tests in two different subject areas; History, Literature, Mathematics (level 2 only), Science or Language other than English. Note: Check with each UC about SAT Subject Test recommendations.	CSU combines best critical reading and math scores from multiple sittings of the SAT; may combine best sub scores from multiple ACT tests to calculate a best composite.  Test required for CSU applicants, to non-impacted campuses, who have earned an GPA of less than 3.0
	<b>UC Students</b> must earn grades of C or better in all subject requirements	<b>CSU Students</b> must earn grades of C or better in all subject requirements

## LIBERTY UNION HIGH SCHOOL DISTRICT STUDENT CONDUCT CODE DISCIPLINARY GUIDELINES

**CATEGORY 1:** Offenses on which the Principal is REQUIRED to recommend EXPULSION, without exception (Education Code 48915 c) and if the offense occurred at school or at a school activity. If the following acts occurred to or from school or during school hours then it is a **category 2 or 3**.

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 (Education Code 48915a)

Offense	First Offense	Second Offense	Third Offense
1. Caused <b>serious</b> 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 greater penalty based upon individual circumstances.**

Offense	First Offense	Second Offense	Third Offense
Committed sexual harassment as defined by EC 212.5.	1-3 day on or off campus suspension. Possible referral to Counseling	3-5 day suspension Possible involuntary transfer recommendation	5 day suspension Expulsion recommendation
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
Engaged in harassment/threats/intimidation against 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
Made terrorist threats against school officials or school property, or both.	5 day suspension Police Report Expulsion recommendation	5 day suspension Expulsion recommendation	

**CATEGORY 4:** Offenses on which a student can 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 greater penalty based upon individual circumstances. (Education Code 48900).

Offense	First Offense	Second Offense	Third Offense
<b>a.(1)</b> Caused, attempted to cause, or threatened to cause physical injury to another person (Assault) (Mutual Combat)	1-3 day suspension	3-5 day suspension Possible involuntary transfer	5 day suspension Possible Involuntary of expulsion recommendation
<b>a.(2)</b> 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>b.</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
<b>c.</b> 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
<b>d.</b> 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
<b>e.</b> 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

(Category 4 continued next page)

**CATEGORY 4 (continued)**

<b>Offense</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>f.</b> Caused/attempted to cause damage to school/private property.	1-3 day on/off campus suspension Restitution Police report	3-5 day suspension on/off campus Restitution Police report Involuntary transfer recommendation	5 day suspension Police report Expulsion recommendation
<b>g.</b> Stole/attempted to steal school/private property.	1-3 day on or off campus suspension Police report	5 day suspension Police report Involuntary transfer recommendation	5 day suspension Police report Involuntary or Expulsion recommendation
<b>h.</b> Possessed/used tobacco/other nicotine product.	Warning Discretion of site Administrator	1-3 day on or off campus suspension Possible referral to counseling	3-5 day suspension Police citation
<b>i.(1)</b> 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
<b>i.(2)</b> 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
<b>j.</b> Unlawfully possessed/offered/arranged/negotiated to sell any drug paraphernalia.	1-3 day on/off campus suspension Possible Police notification	2-3 day on or off campus suspension Police report	5 day suspension Police report Possible Involuntary transfer recommendation
<b>k.</b> Disrupted school activities/defied valid authority.	Discretion of site administrator	1-3 day on/off campus suspension	3-5 day on or off campus suspension
<b>l.</b> 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
<b>m.</b> Possessed an imitation firearm.	1-3 day on/off campus suspension Possible Police report	3-5 day on/off campus suspension Police report Involuntary recommendation	5 day suspension Police report Expulsion recommendation
<b>n.</b> 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
<b>o.</b> 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
<b>p.</b> 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
<b>q.</b> Engaged in, or attempted to engage in, hazing.	1-3 on/off campus suspension	3-5 days off campus suspension	5 day suspension Possible involuntary transfer
<b>r.</b> 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
<b>t.</b> 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 are 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 greater 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 paper, 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 on/off day suspension Zero on assignment Parent Contact (Fourth Offense - WF from class)
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 off/on campus Suspension Warning Possible detention	2-3 days on/off campus suspension	3-5 days on-campus suspension
Unsafe behavior-running, throwing objects, horseplay, spitting	Warning Possible detention	1 day on-campus suspension	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 /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

# SCHOOL POLICIES 2016-2017

## Academic Honesty Policy

Academic honesty is extremely important. The teachers and administration will follow the policy outlined below when dealing with those students who are involved in cheating or plagiarism on tests or class assignments. The offenses accumulate over the entire four years a student is at Liberty High School. The following procedures will be followed:

### First Offense

1. Teacher will notify parents and counselor.
2. Teacher may fail the student on the assignment.
3. Referral to an administrator for documentation and counseling.

### Second Offense

In addition to the consequences outlined in First Offense, the following may occur:

(1) day class on-campus suspension.

Zero on assignment.

### Third Offense

In addition to the consequences outlined in First Offense, the following may occur:

Referral to an administrator for suspension (2-3 days) with parent conference.

Plagiarism is defined as the act of representing the work of another as one's own regardless of how that work was obtained and submitting it to fulfill academic requirements.

## Athletic Guidelines (Liberty High School)

### Eligibility of athletes

#### 1.1 Before the beginning of each sport season each athlete must:

- a. Meet all C.I.F league and school eligibility requirements.
- b. Have on file in the athletic office a completed sports clearance sheet which consists of the following:
  - 1). A physical examination or clearance signed by a licensed medical practitioner. The only exceptions to this are provisions provided in the education code (11822)
  - 2). Athletic contract, parent consent, steroid awareness, concussion awareness, prohibition policy and parent coach communication packet shall be signed by student and parent.
  - 3). Proof of individual medical insurance or accident insurance coverage purchased through the school
  - 4). Student and parents signatures that acknowledge the North Coast Section Ejection Policy.

### Scholastic Eligibility:

- (A) In order to be eligible for any extra/co-curricular activity, a student must maintain a minimum unweighted grade point average (GPA) of (2.0) on the 4.0 point scale (A = 4 points, B = 3, C = 2, D = 1, F= 0).
- (B) The grading period are designated as first quarter, first semester, third quarter and second semester.
- (C) All students in an 8-period A/B block-schedule program must be passing at least five (5) classes and have no more than one (1) F grade. A student taking eight (8) or more classes may have two (2) F grades if at least six (6) classes are being passed.
- (D) Athletic eligibility is on the date of determination based upon league approval.

**(E)** A student not meeting the eligibility standard is ineligible until the next date of determination – six (6) school days after teachers are required to turn in grades. Progress Reports and other intermediate grade checks have no bearing on a student’s eligibility.

**(F)** Determining the grade point average:

1. The GPA is determined by dividing the total numerical grade points awarded according to the letter grade received (see point scale in A above) by the number of courses for which grades are received. The grade point average is determined by dividing the total numerical grade points by the number of credits attempted using the full numerical value of the letter grade as follows:

1. A = 4.00
2. B = 3.00
3. C = 2.00
4. D = 1.00
5. F = 0.00
6. P = 2.00 (for eligibility purposes only)
7. I = 0.00

2. Receiving an Incomplete may have an effect on a student’s academic eligibility. If the resolution of an Incomplete could lower the student’s grade point average to below 2.0, the student shall be considered ineligible until the Incomplete is removed and the grade point average determined.

**3. Summer School Grades**

A student who is scholastically ineligible based on the report card received in June for the spring semester may request that current summer school grades be used to see if eligibility has been restored by yielding a GPA of a least 2.0.

1. If the summer school class is a repeat of a course failed in the last grading period, the grade may replace the grade received on the June report card.
2. If the summer school class does not match courses taken in the spring semester, the grade may be added to the grades received on the June report card.
3. Summer school grades cannot be used to disqualify the scholastic eligibility of a student who was declared eligible based on the June report card.

**1.3 Probationary Period**

**(A)** Students with a grade point average from 1.75 to 1.99 may be put on academic probation for no more than one quarter in a school year by the site principal. The principal may deny probation for attendance and discipline issues from the previous quarter.

**(B)** All incoming freshmen will be placed on academic probation for the first grading period.

A freshman wishing to apply for academic probation for a grading period later in his/her freshman year, can contest the assignment to academic probation in the first grading period by providing proof of eligible status from their previous school.

**(C)** A student on probation must turn in weekly progress reports to the Athletic Director or designee. Failure to show progress in class work will result in revocation of the probationary status and immediate ineligibility.



- (D)** A student may not have more than one probationary period in any school year, or be on probation for two (2) consecutive quarters (i.e.: 4<sup>th</sup> quarter – 1<sup>st</sup> quarter)
- (E)** Students granted probationary eligibility must meet the required standards by the next date of determination – six (6) school days after teachers are required to turn in grades.

**1.4** Eligibility for game days:

- a. Students must attend a minimum of two (2) classes, except with prior administrative approval.
- b. Students may not have any truancies during the day.
- c. Student must dress for physical education.
- d. Students must not be in In-School Detention or on campus suspension.

**1.5** Students dropping or transferring between sports:

- a. Upon dropping a sport, whether voluntary or involuntary, an athlete automatically forfeits any award he/she might have received.
- b. He/she will not be allowed to participate in any other sport until the season of that sport which is dropped is completed, except by permission of the Athletic Director or coaches involved. An exception is a junior that is placed on junior varsity.

**1.6** Students planning to go out for two sports:

- a. A student planning to try out for two (2) sports during the same season must have approval from both coaches, and the Athletic Director. The Athletic Director will review student tardies, absences, citizenship, etc.

**1.7** Statisticians/Managers:

- a. Each coach may appoint the statisticians and managers necessary to properly conduct the activity. Every statistician and manager is subject to all the academic and school requirements (With the exception of section 1.1 set forth in this guideline).
- b. Statisticians and Managers must turn in an Emergency Medical Authorization to their respective coach.

**1.8** It is the responsibility of each coach to inform the Athletic Director regarding team members that have recently transferred from another school, come out after the season is in progress, or any foreign exchange students. The team rosters must be up-to-date or the athlete will certainly be ineligible by not being registered properly in the office.

**2.0** Conduct of Athletes - The conduct of an athlete is closely observed in many areas of his/her life, and it is important that his/her behavior be above reproach. An athlete is a leader, therefore he/she has certain responsibilities and obligations that must be kept upper most in his/her mind. It is the responsibility of the coach to see that the athlete is educated to these responsibilities and obligations. Their responsibilities are divided into five major areas.

**2.1** An athlete:

- a. Is in complete command of him/herself at all times.
- b. Is respectful to all officials as they are assigned to conduct our contests fairly and to enforce rules and regulations.
- c. Is modest in victory and gracious in defeat.
- d. Controls his/her temper when things fail to go as desired.
- e. Knows that profanity and illegal tactics are signs of poor sportsmanship.
- f. Is aware of his/her responsibilities and does not cut practice.
- g. Shows proper respect to all visiting teams.
- h. Does not use alcohol, nicotine, narcotics or controlled substances.
- i. Does not use performance enhancing supplements or those perceived as such.

## 2.2 On /off campus, an athlete:

- a. Is ready to accept positive leadership.
- b. Is neat and well groomed.
- c. Conforms to sport-specific grooming guidelines or rules set by individual coaches.
- d. Does not use profanity or vulgarity.
- e. Is proud of his/her school and campus and does all he/she can to promote that feeling with other students.
- f. Works for the improvement of the school.
- g. Knows that hazing of students, fighting, provoking a fight, or any form of rowdy behavior is not in the best interest of the school spirit.
- h. Will not engage in irresponsible social media, including cyber bullying

## 2.3 In the classroom, an athlete:

- a. Meets the academic and citizenship standards of his/her school.
- b. Shows respect for teachers and fellow students.
- c. Maintains a good attendance record and realizes that athletics is only a part of his/her total education and not the sole purpose of his her/ being in school.
- d. Realizes that when he/she cuts classes or practice, he/she is putting him/herself above the welfare of the school and team.
- e. Notifies teachers when he/she has away trips or will be missing classes.

## 2.4 At athletic events, an athlete:

- a. Is the direct representative of the community, school, and team. He/she is their ambassador and displays proper conduct at all times.
- b. Dresses appropriately and in good taste when making trips.
- c. Does not place in jeopardy his/her chance, or the chances of the school, for attendance or competition at other schools by misconduct.
- d. Sees his/her teachers and makes up all work missed because of the athletic event.

## 2.5 Physical condition of the athlete – an athlete:

- a. Realizes that good physical education is absolutely necessary and is willing to abide by the training regulations.
- b. Must have a sound diet and sufficient amount of sleep.
- c. Knows that alcohol, nicotine, and narcotics are injurious to the human body and that the use of alcohol, nicotine, and narcotics are the same as undermining the team.
- d. Knows that drinking, smoking, or the use of drugs by an athlete lessens his/her team's chances of victory.

- a. Declaring an athlete suspended from Athletic Competition and Participation: The principal or designee and Athletic Director in conjunction with the coach may, for good cause, declare an athlete ineligible. Students and parents must agree to abide by CIF, school and team rules. Each individual coach sets team rules consequences.

### a. Education Code: 48900s

A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district 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.

- b.** Any athlete apprehended by school personnel or police officers for consuming, having in his/her possession or being under the influence of alcoholic beverages of any kind on a Liberty Union High School District campus or at any school related activity shall receive a twenty (20) school day activity suspension. A second offense will result in a forty (40) school day activity suspension. A third offense will result in the student being suspended from the sport for one calendar year from the date of the violation.
  
- c.** Any athlete apprehended by school personnel or police officers for using or having in his/her possession marijuana or other controlled substances on a Liberty Union High School District campus or at any school related activity shall receive twenty (20) school day activity suspension. A second offense will result in a forty (40) school day activity suspension. A third offense will result in student being suspended for the sport for one calendar year.
  
- d.** Any athlete apprehended by school personnel or police officers for using or having in his/her possession hallucinogenic or other illegal drugs on a Liberty Union High School District campus or at any school related activity shall be ineligible for regular team practice or competition for the rest of the school year.
  
- e.** Any athlete caught smoking or using tobacco by a coach or other school personnel shall be counseled by the coach and referred (if offered) to a district smoking cessation program. If the athlete commits a second infraction, he/she shall be suspended from the team by the coach for one game, match, or meet. If caught for a third time, the athlete will be suspended from the team for twenty (20) school days.
  
- f.** Any student suspended for any other behavior under Ed Code 48900 a- t may result in being removed from the athletic team for up to 20 school days.

## Attendance

To be successful in school, you must attend each of your classes daily. If you are going to be absent from school, your parent must phone the **Attendance Office at 634-3521, ext. 5205** and state the reason for your absence and the date you will return to class.

All absences must be cleared within forty-eight(48) hours from the date of absence. If clearance is not obtained within this time period, the absence will be recorded as a TRUANCY and make-up privileges for work missed will be denied. After 72 hours, no absences will be excused for any reason. Any absence not excused is at risk for detention per the Attendance Policy.

Calling in advance relieves us from calling your parents at home or work to report your absence. **However, if you wish to write a note, please drop all attendance notes off at the attendance office in A-3 when you return to school.**

Absences are recorded daily and are reported on progress reports and report cards throughout the year. Absences that are not cleared are referred to an Assistant Principal for appropriate disciplinary action.

According to California law (C.C.R. Title 5 Section 420) the following list of excuses are the only ones that will be recorded as EXCUSED:

1. Illness or quarantine
2. Medical or dental appointments of an emergency nature
3. Attendance to funeral services for a member of your immediate family

All other absences are unexcused. There are no provisions for “permitted absences.”

**Town Pass (Permit to Leave Campus):** Once you have arrived at school you cannot leave the campus during school hours without obtaining a Town Pass. Requests for Town Passes must be in writing and turned in to the Attendance Office before you leave campus. Students returning from a doctor/dentist appointment must return the Town Pass to the Attendance Office with verification from the doctor that they were there. If you leave campus without obtaining a Town Pass you will be marked truant and will be assigned one full day of On Campus Suspension.

There are two types of Town Passes:

- 1) Town Pass – Excused Absence (student work may be made up) as per education code these will be issued for illness, medical/dental appointments, funeral, jury duty, court appearance, religious event, or employment conference.
- 2) Town Pass – Unexcused Absence (student work made up at the discretion of the teacher). These will be issued for reasons other than the above.
- 3) Town Passes will not be issued for lunch off-campus.

**Co-Curricular Activity Absences:** You must give your teachers 48-hour notification if you are going to be absent due to field trips, performing arts events, academic competitions, athletic competitions, and student government related events.

# Attendance Policy (Liberty High School)

## Tardies

If a student is tardy 3 or more times per week, they will be called in for disciplinary action by their administrator.

The following is the progressive discipline as it is related to tardies PER WEEK for each quarter:

1st Disciplinary Action (3 or more tardies per week) = 30 minute detention

2nd Disciplinary Action (3 or more tardies per week) = 1 hour detention

3rd Disciplinary Action (3 or more tardies per week) = Saturday School

4th Disciplinary Action (3 or more tardies per week) = On Campus Suspension

**Note: Students who are tardy to 1st/5th period will go to their Den to receive a tardy pass. Any student more than 30 minutes late will go to the Attendance office for a late pass. For all other periods teachers will mark students tardy.**

## Truancies:

- Two calls are made each day by the attendance office to parents to report and verify absences.
- Students who are off campus are assigned 4 periods of lunch detention and parents will be contacted.
- 8+ period truancies in a quarter — student is placed on the non-participation.
- Truancies may be cleared through a 4 hour Saturday School.

## Administrative Action for Excessive Truancies:

### School Attendance review Board (SARB) Process:

1. T1 letter (3 full day truancies or 12 period truancies). Sent at 2 week intervals.
2. T2 letter
3. School Attendance Review Team (SART) meeting with student and parent. SART meetings held every Thursday. Student will be placed on an Attendance Contract as part of the SART process.
4. SARB Panel at the Brentwood Police Department.

## Home Instruction Due to Extended Illness

Home instruction is extended to students who will be absent in excess of four (4) weeks for long-term illness. This instruction is limited in scope. A written request accompanied by a physician's report must be submitted to the Attendance Office.

## Computer Conduct

Every student who attends Liberty High School is asked to sign a "Computer Use Agreement" form with parental consent. Computer use is restricted to software and Internet access approved by site personnel for school use. Misuse of any available equipment, software, or Internet access represents a violation of that agreement and will result in the withdrawal of technology access. Accessing of confidential student records by students may represent a violation of federal/state law and result in prosecution and/or expulsion from Liberty High School.

## Dance Policy

On order to participate in any dance, students must meet the following conditions:

- Your grade point average must be above 1.5
- You must not have any suspensions or major disciplinary issues.
- You must attend a minimum of 3 periods in order to attend the dance.
- Your name must not appear on the Non-Participation List (**See Non-Participation Section**)
- No body parts other then your feet on the floor.

## Dance Rules

If you are caught dancing inappropriately, you will receive a warning.

The second offense will result in a parent contact.

### **DANCING APPROPRIATELY MEANS:**

- No body parts other then your feet on the floor.
- You must be in an upright position at all times (No bending over).
- You may not pick up (lift) another student.
- Your legs can not wrap around your dance partner.
- When your hands are on another's body they must be in appropriate places.
- No grinding or other dancing that implies any sexual activity or motion.

## Consequences

If you are removed from the dance for any reason, you will not be allowed to attend the next dance.

Dance rules apply to all school dances including Junior Prom and Senior Ball.

**No refunds will be given for students removed for inappropriate dancing.**

In addition to the District Behavior Code, the following standardized policies and procedures are effective for all dances:

- You must present your student body ID card before being allowed to purchase a ticket.
- No students will be admitted at the dance without a current I.D. Card.
- Students will not be admitted to a dance more than 90 minutes (9:00pm) after the dance starts.
- Students who leave the dance may not re-enter the dance.
- School dress code applies at all dances.
- There shall be no violent dancing or dancing that is inappropriate or imitates sexual behavior.

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- School dress code applies at all dances.
- There shall be no violent dancing or dancing that is inappropriate or imitates sexual behavior.

Dance tickets will be pre-sold only. No tickets will be sold at the door. Dances are from 7:30 to 11:00 p.m.

### **L.U.H.S.D. - District Policies for guests attending dances**

Also, students who wish to bring a guest must follow the bid regulations. Bids will only be available for specified dances. A guest bid must be requested from your Den office and returned by the date stated on the bid. Non-students will not be allowed to attend school dances unless a guest pass is obtained.

**Senior Ball:** Age limit is 21

**Junior Prom:** Age limit is 20 Must be on campus within the Liberty Union High School District's boundaries with Principal's approval.

**Regular Dances** are non-formal or non-semi formal such as an after-game dance. Guest passes are not issued.

**Theme Dances** and dances are site specific such as: Sophomore Hop, Black & White Ball, Christmas Dance, Sadie Hawkins, Valentines Dance, Winter Ball, Homecoming Dance or any semi-formal dance. Schools may decide to issue guest passes for theme dances. The age limit for theme dances in which guest passes are allowed will be 19.

**NOTE:** For safety reasons, breathalyzers may be used to monitor students and bag searches **will** be conducted.

Attendance at the dance is a privilege not a right. School dances provide part of the social activities during the school year. A student may be asked to leave at anytime if it is determined by an administrator that their behavior is inappropriate.

### **Deliveries**

Messages will be sent to students in the classroom **ONLY IN EMERGENCY SITUATIONS**. Lunches, flowers, or any other types of deliveries **WILL NOT** be sent to the students. No money can be accepted for deliveries.

## Dress Code / Gang Symbols

The School Board prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs, or, groups which advocate drug use, violence, or disruptive behavior.

Wearing of any gang symbols, such as handkerchiefs, suspenders, belts, shoestrings, shoes, jewelry, jackets, backpacks or devices associated with group intimidation or gang affiliation is strictly prohibited.

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.

A student who wears inappropriate clothing to school will be asked to change into appropriate attire before returning to classes and disciplinary consequences will be assigned. **Any apparel, hairstyle, cosmetic, jewelry, or piercing, even if not specifically mentioned, which creates a safety concern or detracts from the educational process is prohibited.** California courts support reasonable, clear school regulations governing the appearance of students. The decision concerning appropriateness of dress remains with the administration.

The following guidelines shall apply to all regular school activities:

- All clothing shall be school appropriate.
- Shirts and shoes are required at all times
- Altered t-shirts that expose the chest, tank tops with extended armholes are not school appropriate.
- **GIRLS:** Shirts/ tops and blouses must cover the tops of jeans, shorts and skirts.
- Halter tops, lace backed blouses, strapless tops, tops which slide off one or both shoulders, spaghetti straps and/or tube tops and exposed bra straps are not school appropriate clothing. **No racer back blouses allowed.**
- No bare midriffs or bare backs, no see through sheer tops and no low cut or revealing tops are allowed.
- Garments, including pants, shall be sufficient to conceal underclothes. No underclothing should be worn as outer clothing.
- **Shorts, skirts, and dresses must past the ends of the student's finger tips when relaxed at their side.**
- Inappropriate lettering, printing, message patches or messages on clothing, jewelry, or backpacks are prohibited. These include any references to drugs, alcohol, sex, tobacco, racial slurs, profanity, weapons, guns or any disparaging remarks.
- Hats - may be worn outside only. No solid red or blue. No red or blue "of color" (i.e. cannot have an Oakland A's hat that is red or blue).
- Jacket hood may not be worn in the classroom. \*Justification—removal of hats indoors enhances the educational environment and portrays an element of respect. "Off color" can be associated with a gang affiliation which can be disruption to school and a safety concern.
- Long pocket/wallet chains are prohibited. Students must follow the correct dress code attire for Physical Education which includes regulation tee shirt and shorts, appropriate shoes and prohibits the wearing of any jewelry.

\*PLEASE SEE IMAGE ON NEXT PAGE\*



# LIBERTY HIGH SCHOOL DRESS CODE

All rules apply  
to both MALES  
and FEMALES

NO TANK TOPS  
UNDERSHIRTS

NO INAPPROPRIATE  
WORDS, PHRASES OR  
GRAPHICS

UNDERWEAR  
SHOULD NOT SHOW

PANTS MUST BE WORN AT  
THE WAIST (even with a covering  
shirt, pants must be worn at the  
waist)

NO CHAINS, SPIKES  
PIERCINGS

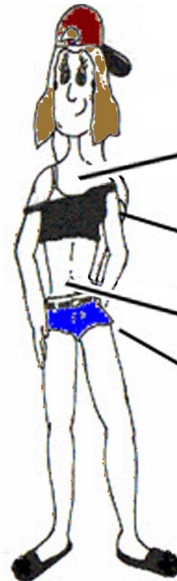


UNDERWEAR SHOULD  
NOT SHOW, TANK TOPS  
MUST BE WORN  
WITH SHEER TOPS

NO TUBE TOPS,  
LOW CUT TOPS OR  
SPAGHETTI STRAPS

NO BARE MIDRIFF

SHORTS, SKIRTS, AND  
DRESSES MUST BE  
BELOW FINGERS WHEN  
ARMS ARE STRAIGHT  
AT THE SIDE



\*\*\* ANY OTHER ITEMS DEEMED INAPPROPRIATE BY ADMINISTRATION \*\*\*

## Dropping or Changing a Class

Please make your course selections very carefully. Liberty High School administration and counseling team will do its best to enroll you in the courses you select.

Student schedules may be changed by the school during the first three weeks of each semester; if they meet the following criteria:

1. Level changes for example, Algebra 1 to Geometry or Spanish 3 to Spanish 2.
2. Incomplete schedule.
3. To enable students to fulfill graduation requirements.
4. To enable students to meet UC/CSU entrance requirements.
5. Any courses dropped after two (2) weeks will result in a withdrawal "F".

Teacher preference will not be considered when making schedule changes. If there is a teacher/student conflict, please schedule an appointment with Assistant Principal. All solutions to student/teacher concerns will be discussed at that time.

## Electronic Devices / Cell Phones

Students may carry cell phones and/or other electronic devices, but may NOT use them or have them on during instructional time. 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 with out 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 student 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 to school, they are susceptible to theft. The school is NOT responsible for these items.

**NOTE:** *The school is not responsible for any loss or damage to these devices.*

1. Phones and electronic devices can be used before school and after school.
2. Phones and electronic devices must **be turned off, put away out of sight**, and not used upon entering the classroom. Any phones used, or any disruption of class caused by a call or text received during class or school activity time, subjects the phone to \*confiscation.

We strongly recommend that you leave all of these devices at home unless absolutely necessary. \*Cell phones will be confiscated on the third offense and retained for the full school year.

## Emergency Procedures

Serious emergencies may occur at anytime. It is your responsibility to follow the instructions of teachers and administrators exactly. The biggest problem in any potentially dangerous situation is panic and not knowing what to do. School personnel will tell you the safest way to handle the problem and instructions will be given through your classroom teacher or the public address system. At various times during the school year, emergency drills will be conducted to review procedures and safety exits from your classroom to outside areas.

## **ID Cards and Lanyards**

In the interest of promoting safety and keeping inappropriate individuals off our campus, Liberty High School requires all students to wear their ID cards on lanyards or pocket clip at ALL times.

Students must wear their ID Cards with the exception of shop and physical education classes. Failure to do so will result in disciplinary action (see discipline rubric).

If you forget your lanyard on a particular day you may obtain a temporary one at your grade level learning community office before school. Progressive discipline will result in assigned detentions for chronic failure to wear ID. If you lose your lanyard and ID card you must immediately replace it through the student store for a cost of \$5.00.

(ASB) Sticker: An ASB sticker is the passport to the whole activity program in high school. This card may be purchased during registration or later at the Student Store. It serves as your I.D. and allows you the following discounts:

1. Free admissions to LHS athletic home events
2. Reduced admission to ASB sponsored dances.

## **Disciplinary Consequences**

The Liberty Union High School District Student Conduct Code Disciplinary Guidelines begins on page 13.

### **After School Detention**

After school detentions are held daily from 3:10 to 4:10 in K-3. 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 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 Late Start Wednesdays in Room K-3 from 8:15 to 9:30. 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.

### **Saturday School**

Saturday School is held on Saturdays from 8:00 to 12:00. Students are to arrive promptly at 8:00 to their assigned room. Students assigned to Saturday School are expected to bring enough work to be productive for the entire 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 transportations.

## Library

Centrally located behind the A, B, and C office wings, the B.J. Callahan Liberty High School Library Media Center has over 22,000 books, CDs, DVDs, and audio tapes for student and staff use. A large projection screen in the center accommodates group power point presentations. Students are welcome to use the Library resources during their free time before school, after school, and during lunch.

## Lockers / 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 the 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. Students may not share lockers. Lockers are for day use only and should be emptied over weekends, holidays and breaks.

## Non-Participation List

Participation in activities at Liberty High School is a privilege, not a right. Only students in good standing will be allowed to participate in extra-curricular activities. If you are on the non participation list, one of the following will apply.

### **Academic Ineligibility** (GPA doesn't meet requirements)

Your student will not be *eligible to participate* in Activities at Liberty High School for the entire quarter in which they received a GPA of less than 2.0.

As per Board Policy 6145(a) Administrative Regulations, in order to be eligible for participation, a student must maintain a minimum unweighted grade point average (GPA) of 2.0 on the 4.0 scale (A=4 points, B=3 points, C=2, D=1, F=0). Student Body and Class Officers must maintain a (2.5) GPA.

A student not meeting the eligibility standard is ineligible until the next grading period when Report Cards are distributed. Progress Reports and other intermediate grade checks have no bearing on a student's eligibility.

- Please see the Athletic Policy for the minimum GPA requirements to participate in Liberty High School Athletics.

### **Attendance Ineligibility** (Excessive tardies or truanancies)

Liberty High School forbids participation in activities for tardies or truanancies. Per CA Ed Code 48911.1 a student who is deemed truant or habitually tardy can be placed on a non-participation list for activities. The standard at Liberty is no more than twelve (12) total tardies and no more than eight (8) period truanancies (class cuts) in a quarter. **Once placed on the non-participation list for tardies/truanancies they remain on the list until they have served all detentions related to the excessive attendance issue and no further attendance issues occur.**

### **Disciplinary Ineligibility** (Suspensions/Discipline Issues)

Liberty Union High School District Board Policy (BP6145) allows for placement on a non-participation list for citizenship. This is interpreted to mean suspensions and other disciplinary actions. This may be appealed on a case by case basis with your administrator. Students may have the option for a probationary period if approved by Liberty Administration. However, a student may be placed on probation only one time during the school year. Disciplinary ineligibility lasts for 45 days from the date of the incident.

## **On Campus Suspension (OCS)**

Students can be assigned to OCS by an administrator due to a discipline referral in their classroom or behavior problems outside of the classroom. The duration of assignment to the detention center can vary from 1 period to all day. This is at the discretion of the administrator and whether the infraction warrants an extended assignment. In the event that a student has had a discipline problem and needs to be picked up, they may be asked to wait in OCS until the parent arrives.

## **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.luhsd.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.luhsd.net](http://www.luhsd.net).

## **PE Uniforms**

Students taking physical education classes must wear the appropriate PE attire. Correct attire consists of: Liberty P.E. shorts and T-Shirts; Cardinal/Red Shorts (min. 6" in-seam); White or grey plain T-shirt. Sweatshirt and sweatpants (optional). It is not a requirement that PE clothing be purchased at the LHS Student store. PE shirts and shorts must be worn underneath sweat clothes. Athletic shoes w/shoelaces and socks. No jewelry, hats, hoods, gloves, or sunglasses. Liberty uniforms are sold all year in the ASB Student Store and during Walk-Thru.

## **Report Cards**

Quarter and Progress Reports are issued between semester grades. They will be given to students to take home. Semester grades are issued at the end of the first and the second semester, which fall in December and June, respectively. Semester Report Cards are mailed home to families. Semester grades are entered on your transcript, which is your official permanent grade record.

## **Skateboards / Rollerblades / Scooters**

You may bring your skateboards/rollerblades on campus. We realize that some individuals use scooters as a means of transportation. However, due to the potential for injury and insurance considerations, we cannot allow the use of the boards/rollerblades while on campus AT ANYTIME. YOU MAY NEVER USE YOUR SKATEBOARD/ROLLERBLADES/ SCOOTERS ON CAMPUS. If you violate this rule, your skateboard/rollerblades/scooters will be taken away with a warning the first time, if the item is taken a second time your parents will have to come to pick up your equipment. If this occurs a third time, the item will be held until the end of school in June. Appropriate disciplinary action will follow. Neither LHS nor the LHS district is responsible for the theft of these items.

## **Student Accounts / Student Store**

The Student Accounts/Student Store office is open Monday – Friday 7:30am – 4pm closed for lunch ½ hour each day. The Student Accounts/Student Store office can help you with the following activities:

Purchase ID card replacements \$5; Purchase PE clothes \$9 - \$25; Pay for lost textbooks

Pay for lost or damage class/club items; Pay for yearbooks, class shirts and other items as advertised in the daily announcements; Report locker issues.

For students there is No Admittance during class time. The office is open for students before school, during lunch and after school, as well as during passing period.

## Student Parking Lot

It is a privilege for you to drive and park your car at school. As a student, your privilege to drive and park your car at school is subject to these conditions. All cars parked in the student parking lot require a student parking permit. Cars without a permit will be towed or may be locked with a locking mechanism.

1. All students must fill out an application for a parking permit in A-2 and shall post a sticker in the rear left corner of their vehicle.
2. **THE PARKING LOT IS COMPLETELY OFF LIMITS TO YOU DURING SCHOOL HOURS INCLUDING LUNCH. YOU MAY NOT SIT IN PARKED CARS AT ANY TIME. STUDENTS VIOLATING THIS RULE WILL SERVE OCS.**
3. **NO PARKING IN STAFF LOT.**
4. The maximum speed limit is 5 miles per hour.
5. All rules of the California Motor Vehicle Code apply when you operate your vehicle on school grounds.
6. Cars must be parked correctly, according to the designated area and identified spaces. Illegally parked cars may be towed.
7. Cruising is not permitted in the parking lot or school bus zone. (Front of school bus loop).
8. Vehicles must not be left unattended in the bus loop for any reason. Violators will be assigned detention after the first warning has been given.
9. No parking is permitted inside the campus. If you park illegally, you will receive a written notice. 2<sup>nd</sup> Offense will result in a locking mechanism being placed on your car that can only be removed by admin. 3<sup>rd</sup> Offense will result in towing.
10. **Park in the student lot at your own risk.** Liberty High School and the Liberty High School District are not responsible for any damage which may occur to your car while it is parked or in the student lot.

If you violate any of these conditions, your parking privileges will be revoked and you will receive appropriate disciplinary action. This privilege may be revoked for remainder of the term or year.

## Textbooks

All textbooks have barcodes. Students **MUST** have their Student I.D. to check out a textbook. Lost, damaged textbooks without barcodes will result in a fine. Students with fines will be ineligible for extracurricular activities until the fine has been paid. Books from prior years must be returned or paid for before the new school year begins. *Contact the Textbook Room staff for more information.*

## Work Permits

(Green) Request forms for work permits are available to students in the College & Career Center. To complete the request forms students must do the following:

1. Student completes the section regarding the minor,
2. Have the Employer complete the section regarding the employer
3. A parent or guardian must sign the form

The Student turns the completed work permit request form into the College & Career Center. The completion of a Computer generated Work permit requires up to 48 hours. The Career Center Technician verifies school enrollment, checks grades for **an overall minimum 2.0 GPA**, and good attendance, per Liberty Union High School District Administrative regulation 51 I 3.1(a). *The age requirement for a work permit is fourteen (14) years.* If all is satisfactory then a work permit is issued.

If excessive tardy/truancy issues arise, and/or the GPA drops below a 2.0, the work permit may be revoked.

## Yearbook

Liberty High School offers a yearbook every year. The yearbook is sold during Walk-Thru. The cost will increase after Walk-Thru.



We gratefully acknowledge the following groups for contributing to the purchase of these planners:

Liberty High School, ASB

Lion's Crew

Liberty High School

Brentwood Rotary Club

