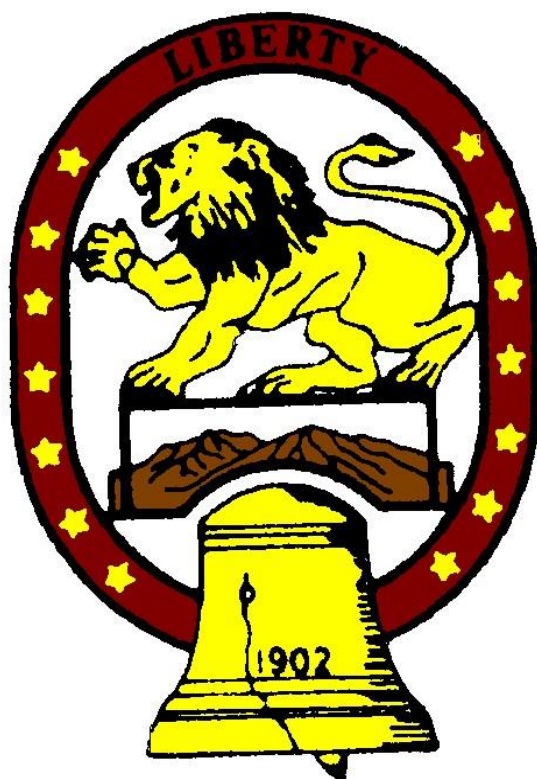


# LIBERTY HIGH SCHOOL



## STUDENT HANDBOOK

**2024- 2025**



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## **Liberty High School Administrative Staff**

**Principal** – Efa Huckaby, ext. 5201

Secretary – Lynn Martinez, ext. 5202

Counselor – Tanya Silva, ext. 5211

### **Den 1**

**Assistant Principal** – Samantha Boeger, ext. 5220

Secretary – Brooke Barwacz, ext. 5214

Counselor – Jennifer Bigler, ext. 5231

### **Den 2**

**Assistant Principal** – Keya Lipscomb, ext. 5229

Secretary – Leticia Whitener, ext. 5219

Counselor – Irene Magana, ext. 5609

### **Den 3**

**Assistant Principal** – Shelly Johnson ext. 5291

Secretary – Kristina Hawkins, ext. 5216

Counselor 3A – Lori Freeman, ext. 5226

**Assistant Principal** – Kerena Skillman, ext. 5222

Secretary – Kristina Hawkins, ext. 5216

Counselor 3B – Patrick Suarez, ext. 5972

### **Den 4**

**Assistant Principal** – Dana Johnston ext. 5224

Secretary – Sandra Gallegos, ext. 5210

Counselor – Manuel Regalado, ext. 5209



## Mission Statement

We will prepare students to be life-long learners through research-based practices and an integrated system of support. Within a safe and supportive environment, we provide relevant and rigorous education and postsecondary planning to equip students for success in high school and beyond. We will provide our diverse student population with the tools to be responsible, collaborative, and productive individuals.

## Vision Statement

Liberty High School will empower students to be confident in their ability to pursue knowledge and post-secondary success, maturing into responsible community members.

## Student Learner Outcomes

**As a Liberty High School student, I will graduate with the skills to:**

- Read and analyze academic text effectively, making a claim and supporting it with evidence.
- Communicate reasoning effectively in writing and orally.
- Think critically and solve problems.
- Create a plan to understand my path to high school graduation and prepare me for postsecondary goals.
- Take personal accountability for my actions.
- Advocate for myself in order to achieve my goals.
- Respect myself and others.
- Build at least one relationship with a caring adult to support me.
- Be a responsible and productive community member.

SAT Testing

PDD

Minimum Day

CAASPP

Non-Work Day

Liberty Union High School District

Modified Traditional Schedule

2024-2025 INSTRUCTIONAL CALENDAR

Finals

Technology Maintenance

Traditional Day

Board Meeting

July

August

September

October

November

December

January

February

March

April

May

June

Legal Holidays and Board Designated Non-School Days

Important Dates

**LIBERTY HIGH SCHOOL BELL SCHEDULE**  
**2024-2025**

Regular Rotating Day		
Time	A-Day	B-Day
8:30 – 9:59	1	5
10:06 – 11:38	2	6
11:38 – 12:08	Lunch	Lunch
12:15 – 1:44	3	7
1:51 – 3:20	4	8

PDD Late Start		
<b>Aug. 7, 14, 21, 28; Sept. 4, 11, 18, 25;</b> <b>Oct. 16, 23, 30; Nov. 6, 13, 20; Dec. 4, 11;</b> <b>Jan. 8, 15, 22, 29; Feb. 5, 12, 19, 26;</b> <b>Mar. 5, 12; Apr. 2, 23, 30; May 7, 14, 21, 28</b>		
Time	A-Day	B-Day
8:30 – 9:30	PDD	PDD
9:30 – 10:44	1	5
10:51 – 12:08	2	6
12:08 – 12:38	Lunch	Lunch
12:45 – 1:59	3	7
2:06 – 3:20	4	8

Traditional Day Jan. 6 & May 30	
Time	Period
8:30 – 9:11	1
9:18 – 10:02	2
10:09 – 10:50	3
10:57 – 11:38	4
11:38 – 12:08	Lunch
12:15 – 12:56	5
1:03 – 1:44	6
1:51 – 2:32	7
2:39 – 3:20	8

Minimum Day Schedule – August 16 / Jan 17		
Time	A - Day	B - Day
8:30 – 9:30	1	5
9:37 – 10:37	2	6
10:44 – 11:44	3	7
11:51 – 12:51	4	8
12:51 – 1:21	Lunch	Lunch

CAASPP Testing Adjusted schedule Apr 7 - 11	
Time	Period
8:30 – 10:30	Testing
10:37 – 11:34	1 <sup>st</sup> / 5 <sup>th</sup>
11:34 – 12:04	Lunch
12:11 – 1:12	2 <sup>nd</sup> / 6 <sup>th</sup>
1:19 – 2:16	3 <sup>rd</sup> / 7 <sup>th</sup>
2:23 – 3:20	4 <sup>th</sup> / 8 <sup>th</sup>

Finals	Dec 16 / June 2	Dec 17 / June 3	Dec 18 / June 4	Dec 19 / June 5
Time	Day 1	Day 2	Day 3	Day 4
8:30 – 9:15	Tutorial	Tutorial	Tutorial	Tutorial
9:22 – 11:22	1	3	5	7
11:22 – 11:32	Brunch	Brunch	Brunch	Brunch
11:39 – 1:39	2	4	6	8
1:39 – 2:09	Lunch	Lunch	Lunch	Lunch

V.2

**Professional Development Days: (33)**

August 7, 14, 21, 28; September 4, 11, 18, 25; October 16, 23, 30; November 6, 13, 20; December 4, 11; January 8, 15, 22, 29; February 5, 12, 19, 26; March 5, 12; April 2, 23, 30; May 7, 14, 21, 28

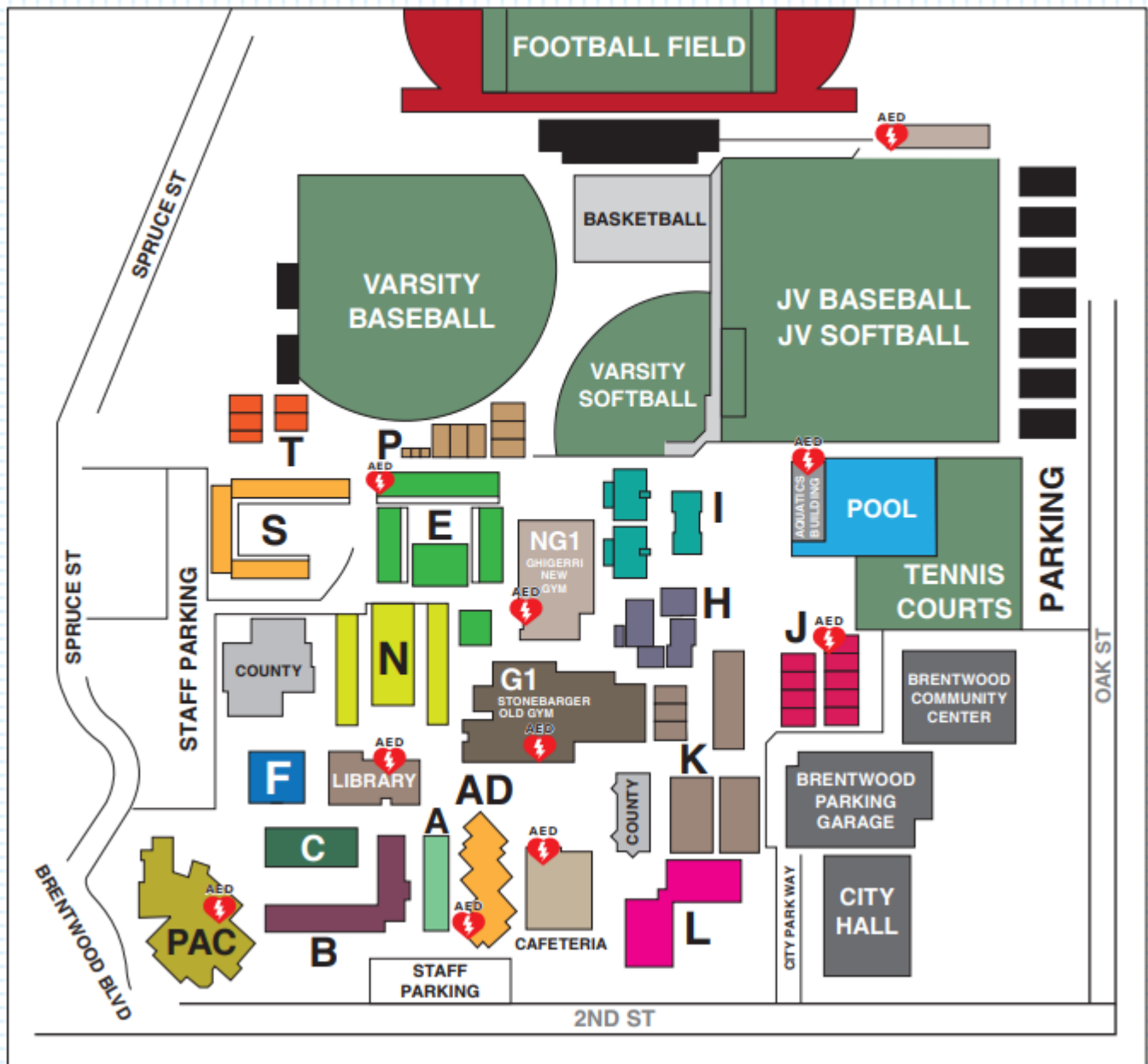
**Finals Days: (8)** December 16, 17, 18, 19, and June 2, 3, 4, 5

**Minimum Days: (2)** - August 16 and January 17

**Testing Days: (10)** April 7-18

**Traditional Days: (2)** January 6 and May 30

# LIBERTY HIGH SCHOOL



## STUDENT CLUBS & ACTIVITIES

## Student Clubs

- Anime Club
- AP Student Union
- Art Club
- Asian American & Pacific Islanders Club
- Associated Student Body (ASB)
- Auto Club
- Badminton Club
- Band
- Band Boosters
- Black Student Union (BSU)
- Book Club
- California Scholastic Federation (CSF)
- Cheer Squad
- Chess Club
- Choir (Liberty Singers Boosters Club)
- Class of 2025 (12)
- Class of 2026 (11)
- Class of 2027 (10)
- Class of 2028 (9)
- Climate Change Awareness Club
- Comic Club
- Culture Shock (Multicultural Club)
- Dance Team
- Fellowship of Christian Athletes
- Filipino Student Union
- Future Farmers of America (FFA)
- Future of Fashion
- Gender & Sexuality Alliance (GSA)
- Interact
- Key Club
- Latinx Unidos
- Leadership
- Liberty Film Alliance (LFA)
- Liberty Union Rugby
- Link Crew

- Lion's Roar (Journalism)
- Lion's Strength and Conditioning
- Math Club
- Muslim Student Alliance
- National Honor Society (NHS)
- Niche History
- PADA Club
- Peer Leaders Uniting Students (PLUS)
- Playmakers (Drama Club)
- Robotics
- Soroptimist Club (S-Club)
- Speech & Debate
- Stem Club
- Table Top Games
- Yearbook
- Youth Club

See the [Liberty website](#) for the updated club list for the 24-25 school year.

## Student Activities 2024-2025

\*Please see [online calendars](#) for all events and activities.

First Day of School	July 29
Back to School Night	August 15
Homecoming Game	September 13
Fall Break	Sept. 30 - Oct. 11
Bell Game	November 1
Brentwood Bowl @ Heritage	November 8
Thanksgiving Break	Nov. 25 - 29
Winter Break	Dec. 20 – Jan. 3
Open House	Jan. 16
Spring Break	Mar. 17 - 28
CAASPP / CAST Testing	April 7 - 18
Junior Prom	April 19
Senior Ball	May 24
AP Testing	May 5 - 16
Graduation	June 6



## ATHLETICS

### FALL SEASON (AUG— NOV)

Boys Water Polo  
Cross Country  
Football  
Girls Flag Football  
Girls Golf  
Girls Tennis  
Girls Volleyball  
Girls Water Polo  
E-Sports

### WINTER SEASON (OCT— MAR)

Boys Basketball  
Boys Soccer  
Girls Basketball  
Girls Soccer  
Wrestling

### SPRING SEASON (FEB — MAY)

Baseball  
Boys Golf  
Boys Tennis  
Boys Volleyball  
Softball  
Stunt  
Swimming & Diving  
Track & Field  
E-Sports

**Athletic Director:** Jon Heinz, Room K-6

**E-mail:** heinzjm@luhsd.net

**Phone:** (925) 634-3521 ext. 5596

**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 visit [www.athleticclearance.com](http://www.athleticclearance.com) to submit the proper forms. More information under the athletics section beginning on page 27.

## COLLEGE & CAREER CENTER INFO

### ACT & SAT College Testing Dates 2024-2025

ACT Test Dates	
Register online at www.ACT.org	
ACT Date	Registration Deadline
Sept 14, 2024	Aug 9, 2024
Oct 26, 2024	Sept 20, 2024
Dec 14, 2024	Nov 8, 2024
Feb 8, 2025	Jan 3, 2025
April 5, 2025	Feb 28, 2025
June 14, 2025	May 9, 2025
July 12, 2025	June 6, 2025

SAT Dates	
Register online at www.sat.collegeboard.org	
SAT Date	Registration Deadline
Aug 24, 2024	Aug 9, 2024
Oct 5, 2024	Sept 20, 2024
Nov 2, 2024	Oct 18, 2024
Dec 7, 2024	Nov 22, 2024
Mar 8, 2024	Feb 21, 2024
May 3, 2024	Apr 18, 2024
June 7, 2024	May 22, 2024

### 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 5113.1(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.

## Liberty High School Graduation & UC/CSU Requirements

Note: the following requirements must be met to receive a diploma from the Liberty Union High School District

Course Requirements (10 Credits = 1 year)		
Course		Credits
English:	Students must pass 9th, 10th, 11th and 12th grade levels	40
Social Science:	a. One year of World History (10) b. One year of U.S. History (11) c. One semester of American Government (12) d. One semester of Economics (12)	30
Mathematics:	Students must pass three years of mathematics with completion of Algebra and Geometry	30
Science:	a. One year of Life Science b. One year of Physical Science	20
Fine Arts <u>or</u> World Language:	1 year	10
Physical Education:	a. One year of 9th grade P.E. b. One year of 10th grade P.E.	20
Health:	Students must take one semester of health education	5
Electives		115
Total number of credits required for graduation		270

Graduation Requirements
In order to graduate and earn a diploma, students must (1) complete 270 credits; and (2) complete the required course of study as noted above. Students who do not fulfill all of these requirements are not eligible to graduate from Liberty High School.

## UC & CSU Minimum Subject Requirements

Note: 15 year-long college preparatory courses are required with a grade of “C” or better.

University of California Minimum 3.0 GPA
<b>a. History/Social Science:</b> (2 years required) 1 year World History, 1 year U.S. History, or ½ year U.S. History and ½ year of American Gov’t
<b>b. English:</b> (4 years required) 1 year each of 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> grade English
<b>c. Mathematics:</b> (3 years required; 4 recommended) 1 year Algebra 1, 1 year Geometry, 1 year Algebra 2, Statistics or Pre-Calculus
<b>d. Lab Science:</b> (2 years required; 3 recommended) 1 year The Living Earth/Sustainable Ag Biology, 1 year Chemistry in the Earth System/Agriculture Soil & Chemistry or Physics in the Universe
<b>e. Language:</b> (2 years required; 3 recommended) 2 years of the same language [other than English].
<b>f. Visual and Performing Arts:</b> (1 year required) 1 year of a visual or performing arts course
<b>g. Electives:</b> (1 year required) 1 year of an elective listed on the “a-g” course list.

California State University
<b>a. History/Social Science:</b> (2 years required) 1 year World History, 1 year U.S. History, or ½ year U.S. History and ½ year of American Gov’t
<b>b. English:</b> (4 years required) 1 year each of 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> grade English
<b>c. Mathematics:</b> (3 years required; 4 recommended) 1 year Algebra 1, 1 year Geometry, 1 year Algebra 2
<b>d. Lab Science:</b> (2 years required) 1 year The Living Earth/Sustainable Ag Biology, 1 year Chemistry in the Earth System/Agriculture Soil & Chemistry or Physics in the Universe
<b>e. Language:</b> (2 years required) 2 years of the same language [other than English].
<b>f. Visual and Performing Arts:</b> (1 year required) 1 year of a visual or performing arts course
<b>g. Electives:</b> (1 year required) 1 year of an elective listed on the “a-g” course list.

## 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	N/A	N/A
2. Brandishing a knife at another student.	5 day suspension. Police report. Expulsion Recommendation	N/A	N/A
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	N/A	N/A
4. Committing/attempting to commit a sexual assault/battery as defined in EC 48900(n).	5 day suspension. Police report. Expulsion Recommendation	N/A	N/A
5. Possessing any explosive device.	5 day suspension. Police report. Expulsion Recommendation.	N/A	N/A

**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		
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**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
.2 - Committed sexual harassment as defined by EC 212.5.	Other means of correction <sup>#</sup> 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.	Other means of correction <sup>#</sup> Possible involuntary transfer	3-5 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.	Other means of correction <sup>#</sup> Possible involuntary transfer	3-5 day suspension* Involuntary transfer recommendation	5-day suspension* Expulsion recommendation
.7 - Made terrorist threats against school officials or school property, or both.	Other means of correction <sup>#</sup> Police Report Involuntary or Expulsion recommendation	5-day suspension* Expulsion recommendation	

<sup>#</sup> May be suspended upon first offense *if the principal determines that the student's presence causes a danger to persons.* (EC 48900.5); otherwise, student must be offered [documented] other means [other than suspension] of correction which include, but are not limited to: a parent/student conference; referral to school counselor, SST, restorative justice session.

\* If student is being suspended due to a repeated offense, during informal conference, Principal or Assistant Principal must inform the student and parent the other means of correction that were attempted before the suspension.

**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
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. <sup>*#</sup>	Other means of correction <sup>#</sup> Restitution Possible Police report	3 - 5 day suspension on/off campus <sup>*</sup> Restitution Police report Involuntary transfer recommendation	5-day suspension <sup>*</sup> Restitution Police report Expulsion recommendation
g. Stole/attempted to steal school/private property. <sup>*#</sup>	Other means of correction <sup>#</sup> Police report	3 - 5 day suspension <sup>*</sup> Police report Possible Involuntary transfer recommendation	
h. Possessed/used tobacco/other nicotine product. <sup>*#</sup>	Warning <sup>#</sup> Discretion of site administrator Possible referral to counseling	1-3 day on/off campus suspension <sup>*</sup> Possible referral to counseling	
i. (1) Committed obscene act or engaged in habitual profanity/vulgarity. (Non-directed) <sup>*#</sup>	Warning <sup>#</sup> Discretion of site administrator	Detention assigned <sup>*</sup>	
i. (2) Committed obscene act or engaged in habitual profanity/vulgarity. (Directed-Student) <sup>*#</sup>	Other means of correction <sup>#</sup>	3-5 day on/off campus suspension <sup>*</sup>	
j. Unlawfully possessed/offered/arranged/negotiated to sell any drug paraphernalia. <sup>*#</sup>	Other means of correction <sup>#</sup> Possible Police notification	2-3 day on/off campus suspension <sup>*</sup> Police report	
k. Disrupted school activities/defied valid authority. <sup>*#</sup>	Other means of correction <sup>#</sup>	1-3 day on/off campus suspension <sup>*</sup>	
l. Knowingly received stolen school property or private property. <sup>*#</sup>	Other means of correction <sup>#</sup> Possible Police report	3 - 5 day on/off campus suspension <sup>*</sup> Police report	

m. Possessed an imitation firearm.*#	Other means of correction# Possible Police report	3 - 5 day on/off campus suspension* Police report Involuntary transfer 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)*#	Mandatory Expulsion Referral	
O. Harassed, threatened or intimidated a student to prevent/retaliate for being a witness in a school disciplinary hearing.*#	Other means of correction#	3 – 5 day suspension* Police report Involuntary transfer recommendation
p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.*#	Other means of correction# Police report	5 day suspension* Police report Possible Involuntary transfer recommendation
q. Engaged in, or attempted to engage in, hazing.*#	Other means of correction#	3-5 days off campus suspension*
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.*#	Other means of correction# <i>Must provide targeted student(s) with reasonable support that is documented in Aeries.</i>	3-5 days off campus suspension*
t. Aid or abet the infliction or attempted infliction of physical injury*#	Other means of correction#	3-5 days off campus suspension*

# May be suspended upon first offense *if the principal determines that the student's presence causes a danger to persons.* (EC 48900.5); otherwise, student must be offered [documented] other means [other than suspension] of correction which include, but are not limited to: a parent/student conference; referral to school counselor, SST, restorative justice session.

\* If student is being suspended due to a repeated offense, during informal conference, Principal or Assistant Principal must inform the student and parent the other means of correction that were attempted before the suspension.

**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 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

## **Student Accountability**

The district's Disciplinary Guidelines begins on page 13.

### **After School “Restore Time”**

When a student is tardy, cuts during class, or is truant, they are assigned Restore Time.

Restore Time is held daily from 3:30 PM to 4:30 PM in B101-1012 Monday, Tuesday, Wednesday and Friday. If a student fails to attend an assigned after school restore time, their time is doubled and they are placed on the non-participation list until time is served.

Students are expected to do schoolwork during Restore Time. They may not be on their phones.

If a student needs to reschedule their Restore Time, they report to their Den Secretary in the main office.

### **Alternative Attendance Center (On-Campus Suspension)**

Alternative Attendance Center (AAC) is an alternative to off campus suspension at the discretion of administration and is an excused absence from class. If a student is assigned to more than 2 periods of Alternative Attendance Center (AAC), the student is not allowed to attend any extracurricular activity that day.

Students can be assigned to the Alternative Attendance Center (AAC) by an administrator due to a discipline referral in their classroom or behavior problems outside of the classroom. The time assigned in the Alternative Attendance Center (AAC) can vary from 1 period to all day. This is at the discretion of the administrator and whether the infraction warrants an extended assignment such as a Restorative Justice Project.

In the event that a student has had a discipline problem and needs to be picked up, they may be asked to wait in the Alternative Attendance Center (AAC) until the parent arrives. If a student leaves the Alternative Attendance Center (AAC) without permission, they will be reassigned an additional day of Alternative Attendance Center (AAC)

Students assigned to the Alternative Attendance Center (AAC) must make arrangements to make up the work they miss while there.

### **Thursday School**

Thursday School is held from 3:30 PM to 6:30 PM. Students are to arrive promptly to B101-102. Students assigned to Thursday School are expected to bring enough schoolwork to be productive for the entire 3-hour session. Cell phones are not to be used.

### **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 transport.

# SCHOOL POLICIES

## 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 925-634-3521, ext. 5205** or email [lhsattendance@luhsd.net](mailto:lhsattendance@luhsd.net) and state the reason for your absence and the date you will return to class.

All absences must be cleared within seventy-two (72) 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.** If a student accrues 8 truancies, they are placed on the non-participation list.

**If you wish to write a note, please drop all attendance notes off at the attendance office 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
4. If a student is going to miss more than 3 days of school for medical reasons, a medical note will need to be provided.

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

**Town Pass (Permit to Leave Campus):** Once a student has arrived at school, they cannot leave the campus during school hours without obtaining a Town Pass. Requests for Town Passes are made to the Attendance Office via a parent email or phone call at least two hours before the student needs to 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 a student leaves campus without obtaining a Town Pass, they will be referred to Administration.

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.**
- 4) **Town passes will not be sent to classrooms during finals.**

**Off Campus:** Liberty is a closed campus. Students are required to be on campus while school is in session. Students found off campus may be subject to disciplinary action. **The parking lots are considered 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.

**Parents can verify their student's daily attendance by logging on to the parent portal and viewing their child's attendance record.**

### **Administrative Action for Excessive Truancies:**

School Attendance review Board (SARB) Process:

1. T1 letter (Sent after 3 full day truancies/12 period truancies).
2. T2 letter (Sent after 6 full day truancies/24 period truancies).
3. School Attendance Review Team (SART) meeting with student and parent.  
Student will be placed on an Attendance Contract as part of the SART process.
4. T3 letter (Sent after 9 full day truancies/36 period truancies).
5. SARB Panel at the Brentwood Police Department with student and parent. (9 full day /36 period truancies).

### **Tardy and Off-Campus Policy (Liberty High School)**

## **Liberty HS Tardy and Off-Campus Policy**

### **Infraction**

<b>Tardy To Class</b>	<b>Action</b>	<b>Consequence</b>
	Tardy 6	30 Minutes Restore Time
	Tardy 12	1 Hour Restore Time
	Tardy 18	3 Hours Restore Time

<b>Off Campus</b>		
1 <sup>st</sup> Offense	Restore Time	30 Minutes Restore Time
2 <sup>nd</sup> Offense	Restore Time	1 Hour Restore Time
3 <sup>rd</sup> Offense	Restore Time	1 Hour 30 Minutes Restore Time
4 <sup>th</sup> Offense	Restore Time	2 Hours Restore Time

## 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. Money **WILL NOT** be accepted for deliveries.

**Food deliveries from outside agencies (i.e., Uber Eats, Door Dash, and Pizza Deliveries) will not be accepted.**

## Home Instruction Due to Extended Illness

Home instruction is extended to students who will be absent in excess of two (2) weeks for long-term illness. This instruction is limited in scope. A written request form, from the student's den, accompanied by a physician's report must be submitted to the Den 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.

## Academic Integrity Policy

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.

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:

Restorative Justice Project

Zero on assignment.

### Third Offense

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

Referral to an administrator for on campus suspension, Restorative Justice Project, and Parent/Teacher Conference.

## Emergency Procedures

Serious emergencies may occur at any time. 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.

## Liberty High School Student ID Policy

### Objective:

The Student ID Policy enhances the safety and security of Liberty High School by ensuring all students are properly identified throughout the school day.

### Guidelines for Student ID Policy:

#### 1. ID Production Upon Request:

- Students must produce a current Liberty High School ID when requested by any staff member.

#### 2. Optional ID Wearing Times:

- Before school when arriving on campus.
- After school when leaving campus.
- During the lunch period.

#### 3. Mandatory ID Wearing Times:

- When arriving on campus after class instruction has begun.
- When leaving campus during the school day. Any time a student is out of class during instructional time (e.g., going to the restroom, running an errand, or working outside).
- Students arriving on campus during class instruction time must enter through the front office.
- Students returning from an internship must have their Student ID visible when returning.

#### 4. Temporary and Replacement IDs:

- Students who forget their ID at home will receive one free temporary ID printout valid for 24 hours. For any additional instances where a student does not bring their ID, they must obtain a replacement ID from Student Accounts, and a \$5 fee will be charged for each lost ID.

### Consequences for Not Following the ID Policy:

1. First Offense: Verbal warning and issuance of a temporary ID valid for 24 hours.
2. Second Offense: Issuance of a replacement ID, \$5 replacement fee and a written warning.
3. Third Offense: Issuance of a replacement ID, \$5 replacement fee and notification to parents/guardians.

4. Subsequent Offenses: Issuance of a replacement ID, \$5 replacement fee, a meeting with the student's Assistant Principal, and a potential detention or other disciplinary action.

Rationale:

This policy is in place to ensure a safe and secure environment for all students and staff. By requiring students to wear their IDs during specified times, we can quickly identify individuals on campus, ensuring that only authorized persons are present. This helps in preventing unauthorized access, reducing potential security risks, and fostering a sense of community and accountability among students.

(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.

## **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 three (3) 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 must abide by classroom rules. Phones are not to be used to take pictures or video footage (unless approved by admin).

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-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.

<b>NOTE:</b> <i>The school is not responsible for any loss or damage to these devices.</i>
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## 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.

## Library

The B.J. Callaghan Liberty High School Library Media Center has many electronic and print resources for students to use in their research or for leisure. The librarian regularly hosts book talks and hosts classes regularly. Students are welcome to use the Library resources during their free time before school, after school, and during lunch.

## 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.*

## Yearbook

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

## PE Uniforms

Students taking Physical Education classes must wear the appropriate P.E. attire. Liberty P.E. shorts and Liberty P.E. t-shirts can be purchased from the student store. Students have the option to substitute Liberty P.E. attire with plain BLACK SHORTS (min. 6" in-seam) and/or CARDINAL RED SHIRT. *It is not a requirement that PE clothing be purchased from the LHS Student store.* Any color sweatshirt and sweatpants are acceptable with appropriate PE attire underneath. Athletic shoes and socks are required. Liberty P.E. attire is sold all year in the ASB Student Store and during Walk-Thru.

## Parent Portal/Canvas

The Parent Portal is a secure website that provides attendance and grade report information to parents who have an account. Canvas is a website that provides up to date information on current grades, current and upcoming assignments, and communication tools for students and parents. 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).



## **Report Cards**

Quarter and Progress Reports are issued between semester grades. Semester grades are posted following the end of each semester in December and June, respectively. Official quarter and semester grades can be viewed on the Parent Portal. Semester grades are entered on your transcript, which is your official permanent grade record.

## **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 PE clothes, prices start at \$10.

Pay for lost textbooks

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

For students there is No Admittance during class time (unless student has an unscheduled period). The office is open for students before school, during lunch and after school, as well as during the passing period.

## Athletic Guidelines (Liberty High School)

### Eligibility of athletes

#### I.1 Before the beginning of each sport season each athlete must:

- a. Meet all C.I.F league and school eligibility requirements.
- b. Have submitted on [www.athleticclearance.com](http://www.athleticclearance.com) which consists of the following:
  - 1). A physical examination or clearance signed by a licensed medical practitioner within 12 months of the end of the season for the sport. The only exceptions to this are provisions provided in the education code (11822)
  - 2). Athletic contract, parent consent, steroid awareness, concussion awareness, social media agreement, spectator policy, LUHSD driver form, 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:
  - I. 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:

A	=	4.00
B	=	3.00
C	=	2.00
D	=	1.00
F	=	0.00
P	=	2.00 (for eligibility purposes only)
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 students must meet with the athletic director when they are on academic probation and be placed on a contract signed by the athletic director, student, and their parents.
- (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 truanies 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.

### **Athletics Vaping Policy**

If an athlete is found vaping, in possession of a vape pen, or in proximity of vape pen use on campus, the following accountability measures will be in place in addition to school accountability:

**1st Offense-** One game/meet suspension. (Student may not be present.)

**2nd Offense-** One week suspension. (Student may not attend practice or games/meets.)

**3rd Offense-** Removal from the team.

### **Extracurricular Activities Vaping Policy**

Any student participating in extracurricular activities (i.e. Performing arts, Band, Choir, Cheer, Dance, etc.) that is found vaping, in possession of a vape pen, or in proximity of vape pen use on campus, the following accountability measures will be in place:

**1st Offense-**

One game (Cheer, Dance, etc.)

Rehearsal/Practice (Performing arts, Band, and Choir)

**2nd Offense-**

One week suspension. (Student may not attend practice or games/meets/performance.)

**3rd Offense-**

Removal from the activity.

**\*\*All of the above athletic guidelines are subject to change due to new CIF, BVAL, NCS or LUHSD policies.\*\***

## **Dance Policy & Non-Participation List**

### **Dance Policy**

In 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**)

### **Dance Rules**

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

The second offense will result in parent contact and removal from the dance.

### **DANCING APPROPRIATELY MEANS:**

- No body parts other than 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.

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.

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 any time if it is determined by an administrator that their behavior is inappropriate.



## Non-participation list 2024-2025

- **The non-par list will be effective for each quarter**
  - The list will be posted around the dens.
- **What gets a student placed on the non-par list?**
  - GPA of 1.49 or below
  - 8 period trancies \*
  - Failure to serve restore time
- **What does being on the non-par mean? Students cannot participate in the following:**
  - Dances
  - Athletic games/events
  - Plays/Performances
  - Choir events
  - Band events
  - Any extra-curricular activities
- **How does a student get off the list?**
  - For 1.49 GPA=student must show Assistant Principal their current grades on Canvas. Once a student is removed due to improved GPA, student must submit a weekly progress report to den in order to stay off the list for the remainder of the quarter.
  - 8 Period Trancies= student will be required to attend (2) sessions of Thursday school, which will clear (2) trancies. The student must stay for the entire (3) hours for both sessions.
  - Missed restore time= student can make up the time at double the cost (i.e. missed 30 minutes, must serve 1 hour)
- **Non-Par and Athletics**
  - If an athlete participates in an athletic event while on the non-par list, the team will forfeit that game/match
  - If an athlete is at, or under, the 1.49 GPA at the grading period, they are automatically ineligible to play and cannot appeal, per district policy

**\*Parents or guardians must call within 72 hours to clear any absences**

**\*Leaving without a town pass is a truancy and cannot be changed for any reason**

### **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 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.

1<sup>st</sup> Offense will result in 20 school days

2<sup>nd</sup> Offense will result in 40 school days

3<sup>rd</sup> Offense will result in loss of privileges for the remainder of the school year.

## 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.

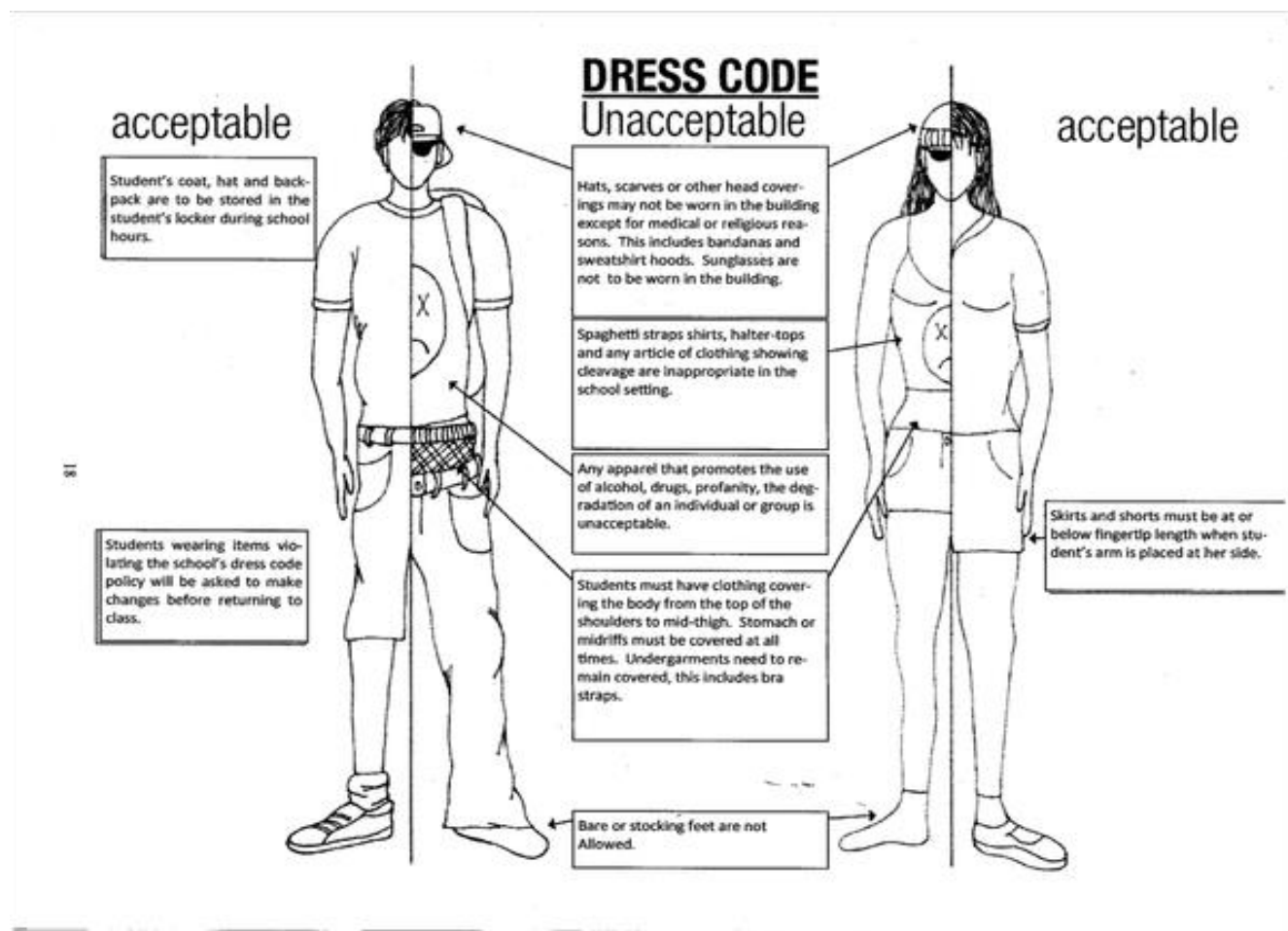
Wearing of any gang symbols, such as handkerchiefs, suspenders, belts, shoestrings, shoes, jewelry, jackets, backpacks or devices associated with group intimidation or gang affiliation is strictly prohibited.

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.

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.

See images and guidelines below:



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.
- 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.
- 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 (i.e. Cookies, Sierra Nevada, Coors, Hennessey, etc.).
- 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).

- Bandanas are only to be worn on Fridays or specific spirit days in school colors (red, black, and white, yellow).
- 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 a disruption to school and a safety concern.

## **Skateboards / Rollerblades / Scooters**

You may bring your skateboards/scooters to campus. We realize that some individuals use skateboards and scooters as a means of transportation. However, due to the potential for injury and insurance considerations, we cannot allow the use of these devices on campus. Liberty is not responsible for theft.

## **Student Parking Policy**

*All students must fill out an application for a parking permit in Den 3 and shall post a sticker in the rear left corner of their vehicle.*

### Limited Availability

Liberty High School offers a limited number of student parking spots. It is essential for students to understand and comply with the following parking regulations to ensure a smooth and orderly parking experience.

### Permit Requirement

All students parked in the student lot must have a valid parking permit. Failure to display a permit may result in a \$38 fine as per BMC 10.13.280(a). Unauthorized vehicles may also be towed or immobilized with a locking mechanism.

### Prohibited Parking Areas

Students are strictly prohibited from parking in the following areas:

- Staff parking lots on 2nd Street and Spruce Street
- Liberty Union District Office parking lot
- City Hall Parking Garage

### Street Parking

Students may utilize street parking on Spruce St., Oak St., 2nd Street, and Pine Street. It is mandatory for students to adhere to all street parking signs and regulations to avoid fines or other penalties.

### Parking Permit Distribution

Parking permits will be distributed via a lottery system due to the limited availability of student parking spots. The cost of a parking permit is \$5, which will contribute to the sustainability of the student parking program.

### Student Parking Procedures

Driving and parking at Liberty High School is a privilege, subject to adherence to these conditions:

- Only vehicles with a valid student parking permit are allowed in the student parking lot.
- Vehicles without a permit are subject to fines, towing, or immobilization.

By following these guidelines, students can help maintain a safe and organized parking environment for everyone at Liberty High School.

1. **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 RESTORE TIME.**
2. The maximum speed limit is 5 miles per hour.
3. All rules of the California Motor Vehicle Code apply when you operate your vehicle on school grounds.
4. Cars must be parked correctly, according to the designated area and identified spaces. Illegally parked cars may be towed.
5. Cruising is not permitted in the parking lot or school bus zone. (Front of school bus loop).
6. Vehicles must not be left unattended in the bus loop for any reason. Violators will be assigned restore time after the first warning has been given.
7. 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.
8. **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.

Goal: To help students solve problems with their schoolwork in a fair and straightforward way. This policy encourages students to speak up for themselves and ensures everyone knows what to do.

### Steps to Solve Academic Problems:

#### 1. Talk to Your Teacher:

Step 1: The student should first talk to their teacher about the problem. This can be done by setting up a meeting or writing a note. The goal is to try to fix the issue by talking it out.

#### 2. Parent Teacher Meeting:

Step 2: If the problem is not solved after talking to the teacher, the student and their parent should ask for a Parent Teacher Meeting. In this meeting, everyone will work together to find a solution.

#### 3. Meet with the Assistant Principal:

Step 3: If the problem still is not fixed after the Parent Teacher Meeting, the student or parent can ask the Assistant Principal for help. The Assistant Principal will investigate the problem, talk to everyone involved, and help find a solution.

### Important Points:

- **Speak Up:** Students should feel comfortable talking about their problems respectfully.
- **Clear Steps:** Each step of the process should be written down to keep things clear.
- **Support:** Students can get help from counselors or other staff to explain their concerns.
- **Respect:** Everyone should be respectful and polite during meetings and talks.

This policy helps make sure that any problems with schoolwork are handled fairly and quickly, helping to create a positive and supportive school environment.