



La Paloma High School Student Handbook

2021 - 2022

400 Ghiggeri Drive
Brentwood, CA 94513
(925) 634-2888

Principal's Message

Dear Parents and Students,

It is my pleasure to welcome you all to a new school year. Please take some time to familiarize yourself with the contents of the Student Handbook, as most of the questions you have about La Paloma High School can be answered in the following few pages. We appreciate and enjoy the opportunity to provide an education to your student and be of service to our community. We endeavor to make La Paloma a place for learning by maintaining a positive campus environment for all students.

The LUHSD Governing Board recognizes that student achievement and conduct improve when parents/guardians are involved in the education of their children. Administration and teachers shall communicate frequently with the home in ways that encourage parental involvement. The Board encourages parents/guardians to serve as volunteers in the schools and to attend student performances, parent meetings, Board meetings, advisory groups, and parent workshops.

Please feel free to contact me to discuss how we may support you with your student's education. I wish all of you an enjoyable and rewarding school year that will see your student reach their full potential.

Chris Holland, Principal

LA PALOMA MISSION STATEMENT

The Mission statement of our school is to provide an alternative learning environment which will foster a student's self-confidence, responsibility, and academic achievement.

La Paloma's philosophy is to operate within the framework established by the Liberty Union High School District as stated in its "Philosophy" and "Goals statement". Teachers work with students using a flexible and individualized approach.

La Paloma's motto is "**Peace-Freedom-Responsibility**" which summarizes the school's learning environment. Staff members and students interact with mutual respect for autonomy and the right to an education for all. Students have the freedom to learn at their own pace and take responsibility and control over their own education and eventual graduation.

Bell Schedule Monday, Wednesday, Thursday and Friday		Advisory Bell Schedule Tuesday ONLY	
Time	Period	Time	Period
8:15 - 9:00	1	8:15 - 9:00	1
9:05 - 9:50	2	9:05 - 9:50	2
9:55 - 10:40	3	9:55 - 10:40	3
10:45 - 11:30	4	10:45 - 11:30	4
11:35 - 12:20	5	11:35 - 12:00	Advisory
12:20 - 12:50	Lunch	12:05 - 12:50	5
12:55 - 1:40	6	12:50 - 1:20	Lunch
1:45 - 2:30	7	1:25 - 2:10	6
		2:15 - 3:00	7

Calendar La Paloma High School 2021-2022

July 29 First Day of School	Nov. 24 – Floating Holiday #2	March 21 – April 1 Spring Break
Aug. 12 Back to School Night	Nov. 25 – 26 Thanksgiving break	April 25 Spring Recess
Sept. 6 Labor Day	Dec. 22 - Jan. 7 Winter Break	May 30 Memorial Day
Oct. 4 - 15 Fall Break	Jan. 17 Martin Luther King Day	June 8 Graduation
Nov. 11 Veteran's Day	Feb. 11 Lincoln's Day	June 9 Last Day of School
Nov. 12 Floating Holiday #1	Feb. 21 Washington's Day	

**LIBERTY UNION HIGH SCHOOL DISTRICT
GRADUATION REQUIREMENTS**

The Liberty Union High School District has instituted a system of Standards and Benchmarks that currently assess students' performances and mastery of subject matter in English, Health, Mathematics, Physical Education, Social Studies, Science and technology.

In order to graduate from La Paloma High School students are required to complete 190 credits in required and elective courses. Students who do not fulfill all of these requirements are not eligible to graduate from La Paloma High School.

The following requirements must be met in order to receive a diploma from the La Paloma High School:

<u>Credits</u>	<u>Course Requirements</u>
40	English: 4 years (Students must pass four years of English.)
30	Social Studies: 3 years <ul style="list-style-type: none">a. One year of World Historyb. One year of U.S. Historyc. One semester of American Government (includes 20 hours of community service)d. One semester of Economics
30	Mathematics: 3 years <ul style="list-style-type: none">a. One year Algebra Ib. One year Geometryc. One year other Math
20	Science: 2 years <ul style="list-style-type: none">a. One year of Physical Scienceb. One year of Biological Science
10	Fine Arts: 1 year
20	Physical Education: 2 years of P.E.
5	Health: Students must take one semester of Health Education
35	Electives
<hr/> 190	Total number of credits required for graduation.

REPORT CARDS

Progress reports are given to students at mid-quarter. These reports reflect a student's effort at the mid-quarter mark. Report cards are mailed home at the end of each quarter. *Quarter grades are entered on transcripts, which are official, permanent grade records.*

ATTENDANCE PROCEDURES

Students are expected to attend each scheduled class. Per Administrative Regulation 6112, all students must be enrolled in a minimum of 180 minutes daily. Instructional and learning opportunities lost through absence from class may delay graduation. Classroom experiences are meaningful and essential components of the learning process. Meeting class attendance requirements helps instill concepts of self-discipline, exposes the students to group interactions with teachers and fellow students, enables the student to hear and participate in class discussions, and involves the student in educational experiences not available in other circumstances.

If a student is going to be absent from school, his/her parent must phone the school (634-2888) and state the reason for the absence and the date their student will return to class. If a student brings a note instead of having his/her parent call, the student must drop the note off to the secretary or clerk when he/she returns to school. Calling in advance relieves us from calling parents at home or work to report student absence.

All absences must be cleared within 48 school hours from the date of absence.

If clearance is not obtained within this time period, make-up privileges for work missed may be denied. (See Truancy)

Valid excuses (as per Ed. Code 48205):

The only valid excuses for your absence from school are the following:

1. Illness or quarantine.
2. Medical or dental appointments of an emergency nature.

3. Attendance at funeral services for a member of your immediate family.
4. Court appearance or suspension.
5. Exclusion, for up to 10 days, to obtain immunizations.
6. Excused up to 4 hours/semester in order to participate in religious instruction or exercises.

ALL other absences are unexcused.

Truancy/Tardies

Truancies and tardies are not acceptable at La Paloma High School.

A class-cut is an absence from a class without prior, parental, administrative or teacher approval or more than thirty (30) minutes late to a class. An absence not cleared will show up, as “truancy” and make-up work may not be allowed and appropriate disciplinary consequences may be assigned.

Excessive absences, excused and others will be referred to Student Attendance Review Board (SARB).

If clearance is not obtained within this time period, guest bids for dances will be denied if the total number of unexcused absences (includes truancies) exceeds 4 – see Non-Participation List on page 5.

Vacations during the school year are ***strongly discouraged***. Extended absences must be arranged with the Principal and main office. At **teacher’s discretion**, schoolwork missed during these absences may not be made up.

Closed Campus Policy and Leaving Campus

La Paloma has a closed campus policy. Students are expected to remain at school for the duration of their school day and students are NOT permitted to leave campus without authorization from or notification of staff. This includes, but is not limited to, the lunch period.

BEFORE leaving campus for any reason, a student **MUST** provide a note to the office or have a parent/guardian call the office. If a student does not obtain permission to leave campus, a student will be in violation of the Closed Campus Policy.

Health

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

Student Parking Lot Policy

- Students are not allowed in cars or parking lot during school hours. Students can obtain permission, through the office, to go to their car.
- Dangerous driving out of the student parking lot and driveway may result in disciplinary action.

BUS TRANSPORTATION

For bus transportation information, you may call 634-2700. Students are held accountable to Ed. Code 48900 while riding the bus to and from school.

DISCIPLINE POLICY AND PROCEDURES

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

Expectations of Our School Community

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

Code of Conduct

At La Paloma High School, we believe it is the basic right of each student to receive a quality education. School and classroom rules are designed to enhance quality education, prevent disruption, and protect students. Students are responsible for their behavior and the consequences of good or poor judgment.

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

Students are subject to school rules, policies, and behavior expectations on the way to and from school, on school premises, and at school sponsored functions.

DIRECTIONS FROM SCHOOL PERSONNEL

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

LA PALOMA HIGH SCHOOL ETHICS FOR SPECTATORS

(Behavioral expectations for attendance at ANY and ALL school-sponsored sporting events)

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

Any spectator who fails to abide by the above rules will be asked to leave the premises. The administration may prohibit attendance at any school activity of any person(s) who, in the judgement of the administration, causes or contributes to a negative or unsafe environment.

Suspension

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

Cell Phones

- Students may carry cell phones at school, but may **NOT use them or have them on during class time**. Use during class time may result in confiscation of device and disciplinary consequences.
- **Students are expected to use cell phone pouches during instructional time.**
- Video recording is not allowed on campus without prior administrative approval.

DRESS & GROOMING CODE

Students are expected to attend school in clothing that does not disrupt the educational process. The decision concerning appropriateness of dress is determined by the administration.

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

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

The following guideline shall apply to all school activities:

- All clothing shall be within the bounds of decency and good taste as determined by administration.
- Students shall practice acceptable hygiene.
- Altered t-shirts that expose the chest, tank tops with extended armholes are prohibited.
- Shirts and shoes are required at all times. No bare midriffs or bare backs, no low cut or revealing tops are allowed. No “off-the-shoulder” garments are to be worn. Garments, including pants, shall be sufficient to conceal underclothes. No underclothing should be worn as outer clothing.
- 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, or any disparaging remarks.
- Hats are not to be worn in classrooms/instructional areas.
- 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. Solid red and/or blue, t-shirts, bandannas, and belts are strictly prohibited. A more restrictive policy may be applied.
- Long pocket/wallet chains and spike accessories are prohibited

NON PARTICIPATION LIST

Students at La Paloma will become **INELIGIBLE TO ATTEND** dances at other comprehensive school sites for a quarter if in the previous quarter any of the following applies:

- Earned 8 or less credits
- Three or more disciplinary infractions in the monitored quarter.
- Five or more unexcused absences
- Excessive tardies

All absences must be cleared within 48 school hours from the date of absence. No exceptions.

If clearance is not obtained within this time period, guest bids for dances will be denied if the total number of unexcused absences

(truancies) exceeds 4.

WORK PERMITS

In order for at La Paloma student to be **ELIGIBLE FOR A WORK PERMIT**, the student must have:

- Earned 12 or more credits (in the prior quarter)
- Five or fewer unexcused absences

Students with work permits can have them revoked at any time during the quarter if attendance, progress starts to decrease.

THEFT

Students are encouraged to leave all valuables at home. The Liberty Union High School District is **not responsible** for lost or stolen items.

STUDENT USE OF COMPUTERS & INTERNET ACCOUNTS

All students shall follow the guidelines specified in the District Acceptable Use Policy Contract available at registration. If contract is violated, appropriate disciplinary consequences will be assigned.

CONFLICT MEDIATION

If students are in conflict with someone or a group, we encourage them to report it to the office so that the appropriate action may be taken. Conflict mediation is an acceptable, confidential and assists in teaching students non-violent methods of solving a problem.

DISCLAIMER

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

PDD

Minimum Day

CAASPP

Liberty Union High School District
Modified Traditional Schedule
2021-2022 INSTRUCTIONAL CALENDAR ©

Technology Maintenance

Board Mtg.

July							August							September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	1	2 A	3 B	4 A	5 B	6 A	7				1 A	2 B	3 A	4
4	5	6	7	8	9	10	8	9 B	10 A	11 B	12 A	13 B	14	5	6 H	7 B	8 A	9 B	10 A	11
11	12	13	14	15	16	17	15	16 A	17 B	18 A	19 B	20 A	21	12	13 B	14 A	15 B	16 A	17 B	18
18	19	20	21	22 NTD	23 NTD	24	22	23 B	24 A	25 B	26 A	27 B	28	19	20 A	21 B	22 A	23 B	24 A	25
25	26 SDD	27 SDD	28 Conv	29 A	30 B	31	29	30 A	31 B					26	27 B	28 A	29 B	30 A		46

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 B	2		1 A	2 B	3 A	4 B	5 A	6				1 B	2 A	3 B	4
3	4	5	6	7	8	9	7	8 B	9 A	10 B	11 H	12 H	13	5	6 A	7 B	8 A	9 B	10 A	11
10	11	12	13	14	15	16	14	15 A	16 B	17 A	18 B	19 A	20	12	13 B	14 A	15 B	16 A	17 B	18
17	18 A	19 B	20 A	21 B	22 A	23	21	22	23	24 H	25 H	26 H	27	19	20 A	21 B	22 SWD	23	24 H	25
24	25 B	26 A	27 B	28 A	29 B	30	28	29 B	30 A					26	27 H	28	29	30	31 H	40

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			1 B	2 A	3 B	4 A	5			1 B	2 A	3 B	4 A	5
2	3	4	5	6	7	8	6	7 B	8 A	9 B	10 A	11 H	12	6	7 B	8 A	9 B	10 A	11 B	12
9	10 A	11 B	12 A	13 B	14 A	15	13	14 B	15 A	16 B	17 A	18 B	19	13	14 A	15 B	16 A	17 B	18 A	19
16	17 H	18 B	19 A	20 B	21 A	22	20	21 H	22 A	23 B	24 A	25 B	26	20	21	22	23	24	25	26
23	24 B	25 A	26 B	27 A	28 B	29	27	28 A						27	28	29	30	31		47

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

Legal Holidays and Board Designated Non-School Days

Independence Day	July 5, 2021	Winter Break	Dec. 22 – Jan. 7, 2022	First Day of School	July 29, 2021
Labor Day	September 6, 2021	Martin Luther King Day	January 17, 2022	Back to School Night	FHS, HHS, & LHS: 8/17/2021
Fall Break	October 4-15, 2021	Lincoln's Day	February 11, 2022	Back to School Night	LP: 8/12/21, IHS: 9-24-21
Veteran's Day	November 11, 2021	Washington's Day	February 21, 2022	Open House	HHS, LHS & FHS: 4-28-21, I: 1-20-22
Floating Holiday 1	November 12, 2021	Spring Break	March 21 – Apr. 1, 2022	Minimum Day	HHS, LHS & FHS: 8/18/2021 & 4-29-22
Floating Holiday 2	November 24, 2021	Spring Recess	April 25, 2022	Last Day of School	June 9, 2022
Thanksgiving	November 25-26, 2021	Memorial Day	May 30, 2022	SWD = Staff Work Day	