



2020-2021

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

**Kelly Manke**  
Principal

**Steve Amaro**  
Assistant Principal, D Building

**Frank Beede**  
Assistant Principal, E Building

**TBD**  
Assistant Principal, B Building

**Christina Lewis-McGee**  
Assistant Principal, C Building

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

[www.luhsd.net/freedom](http://www.luhsd.net/freedom)

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

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_

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

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## Liberty Union High School District Office Personnel

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

### Board of Trustees

Yolanda Peña-Mendreck, President  
Pauline Allred  
Roy Ghiggeri  
Eric Stonebarger  
Ray Valverde

### Freedom High School - Staff Directory

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

**School's web address: [www.luhsd.net/freedom](http://www.luhsd.net/freedom)**

Principal: Kelly Manke ext. 3001  
Principal's Secretary: Stefanie Limperis ext. 3002  
Receptionist/Health Clerk: Rachel Murphy ext. 3013  
B Building Assistant Principal: TBD ext. 3071  
B Office Secretary: Michele Clark ext. 3066  
C Building Assistant Principal: Christina Lewis-M<sup>c</sup>Gee ext. 3081  
C Office Secretary: Terrie Rachal ext. 3065  
D Building Assistant Principal: Steve Amaro ext. 3546  
D Office Secretary: Theresa Montgomery ext. 3547  
E Building Assistant Principal: Frank Beede ext. 3025  
E Office Secretary: Teresa Villa ext. 3063

B Building Counselor: Errika Clarke ext. 3075  
C Building Counselor: Angela Ordaz ext. 3550  
D Building Counselor: Tracy Carroll ext. 3554  
E Building Counselor: Gerthy Cohen ext. 3074  
Targeted Assistance Counselor: Maria Sanchez ext. 3083

Attendance Website: FHSattendance@luhsd.net  
Attendance Absence Line: ext. 3045  
Attendance Secretary: Adriana Perez ext. 3073  
Attendance Clerk Typist: Tiffany Westberry ext. 3072  
Attendance Clerk Typist: Korina Anderson ext. 3434  
Attendance Secretary: Isenia Rodriguez ext. 3064

Financial Clerk: Cheri Watson ext. 3419  
Registrar: Maggie Straight ext. 3004  
Activities Director: Dana Johnston ext. 3521  
Athletic Director: Sandy Torres ext. 3044  
Career Center Technician: Alice Cartwright ext. 3024  
Duplicating/Textbook Clerk: Jacqui Gonzalez ext. 3010  
Library Clerk: Toni Campbell ext. 3016

### **Freedom High School's Mission and Vision Statements**

## **Mission**

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

## **Vision**

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

## **Student Learning Outcomes (SLOs)**

Freedom High School students will:

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

## Falcon Five Behavior Expectations

| <i>How to Be a Falcon</i>   | <i>Be Accountable</i>   | <i>Be Positive</i>  | <i>Be Prepared</i>   | <i>Be Respectful</i>   |
|---|---|---|--|--|
| <b>Academic &amp; Athletic Settings (Classrooms, Fields, Locker Rooms, Library, HELP Lab, Pool)</b> | <ul style="list-style-type: none"> <li>Know and understand the rules and expectations</li> <li>Understand there are consequences for your actions</li> <li>Complete classwork in class</li> <li>Turn in assignments on time</li> <li>Understand that your personal items are your responsibility</li> </ul>                           | <ul style="list-style-type: none"> <li>Always attempt an answer</li> <li>Ask clarifying questions</li> <li>Assume positive intentions</li> <li>Positive interactions with adults and peers</li> <li>Use polite and kind words when interacting with others</li> <li>Listen to adults</li> </ul> | <ul style="list-style-type: none"> <li>Take care of yourself</li> <li>Be on task</li> <li>Be on time</li> <li>Do your homework</li> <li>Stay on task</li> <li>Have your class supplies with you</li> </ul> | <ul style="list-style-type: none"> <li>Keep your cell phone off &amp; stored in your bag/backpack</li> <li>Wait your turn to talk and avoid interrupting teacher/peers</li> <li>Be an active listener</li> <li>Pick up after yourself</li> <li>Use appropriate language</li> <li>Treat others' property with care</li> <li>Maintain personal boundaries</li> </ul> |
| <b>Hallways</b>   | <ul style="list-style-type: none"> <li>Pick up your trash</li> <li>Leave hallways clean</li> <li>Stay in designated areas</li> <li>Maintain personal space</li> <li>Eat in a timely manner</li> <li>Report any problems to an adult</li> </ul>  | <ul style="list-style-type: none"> <li>Smile and greet others</li> <li>Respond appropriately when greeted</li> <li>Use appropriate language</li> </ul>  | <ul style="list-style-type: none"> <li>Use a pass when leaving classroom</li> <li>Move quietly and quickly</li> <li>Walk on the right hand side of the hallway</li> </ul>                                  | <ul style="list-style-type: none"> <li>Keep your hands/feet to yourself</li> <li>Appropriate levels of affection</li> <li>Knock (don't bang) on locked doors</li> <li>Listen to the advice or requests of adults</li> <li>Look where you are walking when navigating around campus</li> </ul>  |
| <b>Lunch/MPR</b>  | <ul style="list-style-type: none"> <li>Use time wisely</li> <li>Wait in line for your turn</li> <li>Pick up after yourself</li> <li>Keep food on your plate or in your mouth</li> <li>Stay in designated areas</li> </ul>   | <ul style="list-style-type: none"> <li>Maintain a positive attitude</li> <li>Use polite language</li> <li>Be pleasant/compliment staff</li> <li>Use kind words when interacting with others</li> </ul>  | <ul style="list-style-type: none"> <li>Have lunch money and ID ready</li> <li>Speak clearly to the server</li> </ul>   | <ul style="list-style-type: none"> <li>Use inside voices</li> <li>Exhibit good table manners</li> <li>Follow the rules</li> <li>Listen to adults</li> <li>Use appropriate language when moving through crowds</li> </ul>   |
| <b>Restrooms</b>  | <ul style="list-style-type: none"> <li>Ask permission to use the restroom and carry the classroom hall pass</li> <li>Flush the toilet and pick up after yourself</li> <li>Use only what you need of paper supplies</li> <li>Return to the classroom promptly</li> <li>Protect school property and report broken facilities</li> </ul> | <ul style="list-style-type: none"> <li>Greet others</li> <li>Wait patiently if there is a line</li> <li>Clean up when finished</li> </ul>   | <ul style="list-style-type: none"> <li>Use the restroom at assigned times and places</li> <li>Immediately return to the classroom when you finish</li> <li>Wash your hands</li> </ul>                      | <ul style="list-style-type: none"> <li>Wait your turn if there is a line</li> <li>Respect the privacy of others</li> <li>Keep facilities clean</li> <li>Consider custodial staff and their efforts to maintain cleanliness</li> <li>One person to a stall</li> </ul>   |
| <b>Assemblies &amp; Extra-Curricular Events</b>   | <ul style="list-style-type: none"> <li>Arrive on time</li> <li>Sit in rows and on your bottoms</li> <li>One person to a seat</li> <li>Sit appropriately</li> <li>Follow entering and exiting rules</li> </ul>   | <ul style="list-style-type: none"> <li>Show appropriate appreciation</li> <li>Keep an open mind to presenters</li> <li>Appropriate applause</li> <li>Store your cell phone and enjoy the show</li> </ul>  | <ul style="list-style-type: none"> <li>Pay attention</li> <li>Participate</li> <li>Be present</li> <li>Leave backpacks in classroom/designated area</li> </ul>   | <ul style="list-style-type: none"> <li>Clap appropriately</li> <li>Actively listen</li> <li>Sit in your designated area</li> <li>Eyes on the performer(s)</li> <li>Keep your hands to yourself</li> </ul>  |
| <b>Arrival &amp; Dismissal</b>  | <ul style="list-style-type: none"> <li>Be at your designated pick-up area on time</li> <li>Exit campus at the end of the school day</li> <li>Report on-time to a scheduled after-school activity</li> </ul>   | <ul style="list-style-type: none"> <li>Greet others when entering or leaving campus and use polite and kind language when greeted</li> <li>Respond appropriately when greeted</li> <li>Maintain positive interactions with adults</li> </ul>  | <ul style="list-style-type: none"> <li>Dress appropriately and follow dress code guidelines</li> </ul>   | <ul style="list-style-type: none"> <li>Be aware of personal space</li> <li>Walk in hallways</li> <li>Maintain appropriate voice levels</li> <li>Politely knock on doors when requesting to enter a room</li> </ul>   |

### Academic Letter

Students who are eligible for an Academic Letter should go to the C Building Office. Students are awarded an Academic Letter if they meet the following criteria:

- Total weighted GPA of 3.75 or higher in either the fall or spring semester of the previous school year.
- A student must have taken a minimum of five college preparatory (A-G) courses. College courses are designated with a P.

### Aeries Parent Portal

The Aeries Parent Portal is a secure website that provides attendance, schedule and assignment information to parents who have an account. To obtain an account, the parents/guardians 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 to the parent with the password will be generated. Parents can go to <https://parents.luhdsd.net> and enter the username and password that was emailed to them to access their student's information.

Parents/guardians 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.luhdsd.net](http://www.luhdsd.net) or call your student's building office.

### Athletic Eligibility

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

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

#### Freedom High School ethics for spectators

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

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

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

**All students must exit the campus within 30 minutes of the ending of the event or they may receive a consequence of not attending the next school event.** Any spectator who fails to abide by the above rules will be asked to leave the premises and complete the NFHS online sportsmanship class.

Administration may prohibit attendance at any school activity of any person(s) who, in the judgment of the administration, causes or contributes to a negative or unsafe environment, or due to the student's placement on the Activity Ineligible List. In and out privileges are severely restricted at athletic contests. Permission will be granted at the discretion of administration. Backpacks, bicycles, skateboards, scooters and animals are not allowed at athletic contests.

#### **Athletic Letter:**

Students who are eligible for an Athletic Letter should see the Athletic Director for more information.

### **Attendance Procedures**

Students are expected to attend each scheduled class. Classroom experiences are essential components of the learning process. Meeting class attendance requirements helps instill concepts of self-discipline, exposes the

students to group interactions with teachers and fellow students, enables the student to hear and participate in class discussions, and involves the student in educational experiences not available in other circumstances. Instructional and learning opportunities lost through absence from class may not be retrievable.

**If your student is absent from class, please call the attendance office at 625-5900 ext. 3072, 3073, 3434, 3045, or email the attendance office at [FHSattendance@luhsd.net](mailto:FHSattendance@luhsd.net) to excuse the absence.**

**Parents/guardians can also track their student's attendance via the Aeries Parent Portal.**

If the attendance office is not notified, parents/guardians will receive a phone call from a computerized system in order to notify/remind them of their student's absence. Parents/guardians may also excuse their student's absence with a written letter to the office. **Any absences due to illness beyond fourteen days in a school year must be verified by a physician's note.** Excessive absences, excused and others, will be referred to the School Attendance Review Board (SARB).

**All absences must be cleared within 72 school hours from the date of absence.** If clearance is not obtained within this time period, make-up privileges for work missed may be denied. Students who miss school work because of unexcused absences may be required to make up missed work for full or reduced credit. Teachers shall assign such make-up work as necessary to ensure academic progress, not as a punitive measure (BP 6154). Students are responsible to obtain work from their teachers.

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

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

### **Truancy and Tardies**

Truancies and tardies are not acceptable at Freedom High School. A class-cut, or truancy, is an absence from a class without prior, parental, administrative, or teacher approval or being more than thirty (30) minutes late to a class. An absence not cleared will show up as a truancy and make-up work may not be allowed. Appropriate disciplinary consequences will be assigned. Students out of class without a valid hall pass will receive disciplinary consequences. Students' punctuality is an expectation. If a student is not in class when the tardy bell rings, they will be marked absent until they arrive. Once the student arrives after the bell, the teacher will change the absence to a tardy. If the student arrives 30+ minutes after the class begins, they are to report to the attendance office for an admit slip. All tardies and truancies are subject to disciplinary consequences.

Students with more than **three tardies** weekly will be assigned to **After-School Detention**. Students with more than two uncleared absences weekly will be assigned to **Thursday School**. Parents/guardians will be notified weekly. Students not serving an After-School Detention will be assigned to Thursday School. Students not serving a Thursday School will be added to the Activity Ineligible List (see page 13).

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

## 2020-2021 Freedom High School Bell Schedule

| Lunch based on 3rd/7th periods |                         |
|--------------------------------|-------------------------|
| Lunch A                        | A, H, I, Gym, Portables |
| Lunch B                        | B, C, D, E, J, MPR      |

| Regular Rotating Day |         |         |
|----------------------|---------|---------|
| Time                 | A-Day   | B-Day   |
| 8:15 - 9:44          | 1       | 5       |
| 9:49 - 11:22         | 2       | 6       |
| 11:22 - 11:52        | Lunch A | Lunch A |
| 11:27 - 12:56        | 3B      | 7B      |
| 12:56 - 1:26         | Lunch B | Lunch B |
| 11:57 - 1:26         | 3A      | 7A      |
| 1:31 - 3:00          | 4       | 8       |

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

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

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

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

| Finals                  |                           |           |
|-------------------------|---------------------------|-----------|
| Day 1                   | Day 2                     | Day 3     |
| 1 & 5                   | 2, 3, & 4                 | 6, 7, & 8 |
| Tutorial<br>8:15 - 9:21 | 2nd / 6th<br>8:15 - 9:37  |           |
| 1st<br>9:26 - 10:48     | Break<br>9:37 - 9:51      |           |
| Break<br>10:48 - 11:03  | 3rd / 7th<br>9:56 - 11:18 |           |
| 5th<br>11:08 - 12:30    | Lunch<br>11:18 - 11:48    |           |
| Lunch<br>12:30 - 1:00   | 4th / 8th<br>11:53 - 1:15 |           |

**NOTE:** Please see District website for updated 2020-2021 Instructional Calendar  
<https://ca01001129.schoolwires.net/#>

**Bus Transportation**

For bus transportation information, parents/guardians may call 925-634-2700. Students are held accountable to Ed. Code 48900 while riding the bus to and from school. There will be school consequences for transportation behavior referrals.



### Career Center

The Career Center Technician can assist students with career exploration, post high school training information, resume information, college/industry visitation programs and much more. The Career Center Technician can be reached at (925) 625-5900 ext. 3024. The Career Center is open from 8:00am - 4:00pm daily.

### Closed Campus

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

- Full name of student
- Student ID (if you have it)
- Your name and relationship to the student
- Time of student departure
- Reason for leaving
- If the student will return to campus
- How the student will leave campus (driving self, walking, parent/guardian pick up)

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

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

### Clubs and Advisors

|       |            |       |            |
|-------|------------|-------|------------|
| Clubs | Advisor(s) | Clubs | Advisor(s) |
|-------|------------|-------|------------|

|   |                         |                                |                      |
|---|-------------------------|--------------------------------|----------------------|
| <b>Activities:</b>                        | Dana Johnston           | <b>FRESHH:</b>                 | John Sierra          |
| <b>Academic Decathlon:</b>                | Sean Clarke             | <b>Head Rally:</b>             | Sandy Torres         |
| <b>Aerospace &amp; Robotics:</b>          | Dave Harte              | <b>Gamers Club:</b>            | David Harte          |
| <b>ALOHA:</b>                             | Garcia, A./Golingan, R. | <b>SAGA:</b>                   | Faggiano             |
| <b>American Sign Language (ASL) Club:</b> | TBD                     | <b>German Club:</b>            | Julia Textor         |
| <b>Anime Club:</b>                        | Not Active              | <b>Interact Club</b>           | Luna                 |
| <b>Art Club:</b>                          | Not Active              | <b>Italian Club:</b>           | Nuno/Coniglio        |
| <b>Band:</b>                              | George Chilcott         | <b>Journalism:</b>             | Not Active           |
| <b>NVC:</b>                               | TBD                     | <b>Key Club:</b>               | Isaac Lee            |
| <b>Best Buds:</b>                         | Kristen Scott           | <b>Latinos Unidos:</b>         | Anna Gonzalez-Ortega |
| <b>Black Student Union:</b>               | Kim Rucker              | <b>Leadership:</b>             | Dana Johnston        |
| <b>California Scholarship Federation:</b> | Sheila Angelo           | <b>Orchestra:</b>              | George Chilcott      |
| <b>Choir:</b>                             | Eli Souza               | <b>Math Club:</b>              | Burke/Kolomenskaya   |
| <b>Centre Stage:</b>                      | Kjelene Deakin          | <b>MTG club:</b>               | Not Active           |
| <b>Color Guard:</b>                       | George Chilcott         | <b>Military Club:</b>          | Not Active           |
| <b>Communications Academy:</b>            | Marlow-Rendler/Luna     | <b>National Honor Society:</b> | Hollister/A. Garcia  |
| <b>Computer Science:</b>                  | Not Active              | <b>P.A.W.S:</b>                | Not Active           |
| <b>Connect Crew:</b>                      | Dana Johnston           | <b>PHD Academy:</b>            | Clarke/Faggiano      |
| <b>Dance Line:</b>                        | Laney Houston           | <b>Power of Unity:</b>         | C. Rodriguez         |
| <b>Class of '21:</b>                      | Treichelt/Ashton        | <b>PUSH</b>                    | Neil Boden           |
| <b>Class of '22:</b>                      | Apel/TBD                | <b>Redeemed:</b>               | Not Active           |
| <b>Class of '23:</b>                      | Emery/Meyer             | <b>Rugby Club</b>              | Not Active           |
| <b>Class of '24:</b>                      | Corridon/Burke          | <b>STEM:</b>                   | Bevaqua/Harte        |
| <b>Fashion Club:</b>                      | Dave Behling            | <b>Sports Medicine:</b>        | Glenn Briggs         |
| <b>FHS band:</b>                          | George Chilcott         | <b>The Zone:</b>               | Not Active           |
| <b>French Club:</b>                       | Madame Boden            | <b>Unicef</b>                  | Kathy Burke          |
|   |                         | <b>Yearbook:</b>               | Lori Butler          |

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

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

### **Computer Use**

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

### **Conflict Peer Mediation**

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

## Counseling

Counselors assist students to help them in long-range academic planning as well as to support their success throughout their high school careers. They ensure that students are placed in appropriate courses related to their interests, ability and achievement. In addition, counselors monitor students' progress toward graduation and they keep parents/guardians informed of their student's academic progress. They also provide parents/guardians with information on professional programs designed to help students whose problems are beyond the scope of the school guidance counselor. Counselors are available to meet with students by appointment; students can make appointments with their building counselor by going to their building office before school, during lunch, after school, or by calling (925) 625-5900 and the counselor's extension: Sanchez, ext. 3083; Clarke, ext. 3075; Ordaz, ext. 3550; Carroll, ext. 3554; Cohen, ext. 3074.

## Dances

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

- Grade Point Average below 1.5.
- Three or more disciplinary infractions.
- Unserved detention, Thursday School, and/or Wednesday School
- The student had a suspension.
- Any overdue textbooks. If you are on the list for textbooks, you may be removed from the list by returning the textbook.
- There are no waivers for Junior Prom.
- Only Seniors may apply for a waiver to Senior Ball.

## Dance Protocol

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

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

**Guest bids are only accepted for Homecoming, Winter Ball, Frosh/Soph Hop, Junior Prom, and Senior Ball.**

Bids are available in building offices three weeks prior to the dance; instructions and bid deadlines will be posted on the bid. Guests may not be older than 19 for Homecoming, Frosh/Soph Hop and Winter Ball; 20 for Junior Prom; and 21 for Senior Ball. Middle school students, regardless of age, are not allowed to attend.

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

## Discipline Policy and Procedures

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

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

### **Expectations of Our School Community**

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

### **Code of Conduct**

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

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

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

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

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

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

### **Direction from school personnel**

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

### **Disciplinary Consequences**

*The Liberty Union High School District discipline matrix begins on page 25.*

### **After-School Detention**

After-school detentions are held from Monday-Wednesday and Fridays, from 3:10 to 4:10 pm in D119. If a student fails to attend an assigned after-school detention, the student will result in further disciplinary consequences, starting with student being assigned to Thursday School.

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

Students assigned to In-School Suspension (ISS) must make arrangements to make up the work they miss while in ISS. ISS is an alternative to suspension at the discretion of administration and is an excused absence from class. If a student is assigned to more than two 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 one (1) day of ISS.

### **Wednesday School**

Wednesday School is held on PDD/late start Wednesdays in room D119 from 8:15 to 9:15 am. 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, starting with student being assigned to Thursday School.

### **Thursday School**

Thursday School is held on Thursdays in room D119 from 3:15 to 5:15 pm. Students are expected to be productive during this period of time. Failure to attend, or being asked to leave, an assigned Thursday School will result in the student being placed on the Activity Ineligible List.

### **Activity Ineligible List**

Students on the Activity Ineligible List will not be able to participate in any school sponsored events. Students who have a Grade Point Average below 1.5, three or more disciplinary infractions, unserved detention, Thursday School, and/or Wednesday School, and/or a suspension from the previous and/or current quarter will be placed on the Activity Ineligible List. If you are on the list for not serving an assigned detention, Thursday School, and/or Wednesday School, you may be removed once serving the assigned consequence.

### **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. Upon return from a suspension, students will be required to complete a behavior contract with their building administrator.

### **Dress Code**

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

Avoidance of distracting influences is key to maintaining an appropriate appearance. Any apparel, cosmetic, jewelry, or piercing, even if not specifically mentioned, which creates a safety concern or detracts from the educational process is prohibited. A student who wears inappropriate clothing to school will be asked to

change into appropriate attire before returning to classes, and disciplinary consequences may be assigned. California courts support reasonable and clear school regulations governing the appearance of students.

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

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

**Electronic Devices**

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

Any student caught misusing a cell phone or video recording device (i.e. unauthorized taking pictures, videotaping of students and/or staff, videotaping a fight, or calling for non-students to come on campus, etc.) will be subject to disciplinary action.

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

**Food & Drink**

The cafeteria and snack bars at Freedom High School utilize the MyNutrikids.com system which is a safe and convenient system for online prepayments and nutrition education. MyNutrikids.com provides a fast, easy and secure way to view child account purchases and updated meal balances. For more information, including instruction on creating an account for your student, please visit: <http://www.mynutrikids.com>.

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

The decision to allow food and drink in the classroom is at the individual teacher’s discretion.

Food delivery is highly discouraged as this is a safety concern. If food delivery is required, only a parent or guardian may bring to the A building. **Food delivery services are not permitted** and will be turned away at the expense of the person who ordered, and a consequence may be assigned to the student.

**Free and Reduced Lunch program (NSLP) applications should be completed online at**  
<https://family.titank12.com/>

## **LIBERTY UNION HIGH SCHOOL DISTRICT**

### **Graduation Requirements**

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

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

**Units**      **Course Requirements**

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

### **Report Cards**

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

2020 – 2021 LUHSD Grading Periods by Quarter will be updated once received.



## Cal Grant Opt-Out

With the implementation of Assembly Bill 2160, California public high schools are required to submit a Cal Grant high school Grade Point Average (GPA) for all graduating seniors, unless the student or parent has opted out of the submission process. Students who do not opt out will have their GPA submitted to the California Student Aid Commission to be considered for a Cal Grant award. If you **do not** want Freedom High School to report a GPA, please complete the form on the next page and **return it to the E Building Office** by April 2021.

## **Cal Grant GPA Opt-Out Form**

In order to be considered for a Cal Grant, California public high schools and charter schools are required to submit a high school Grade Point Average (GPA) to the California Student Aid Commission by October 1 for all graduating seniors, unless the student or parent has opted out. California Education Code section 69432.9 requires the school district or charter school, to notify all grade 11 pupils and their parent/guardian (if under the age of 18), in writing and no later than January 1 of a pupil's grade 11 academic year, that the pupil will be deemed a Cal Grant applicant unless the pupil has opted out prior to the date specified below. Students who do not opt out will have their GPA submitted to the Commission to be considered for a Cal Grant award.

If you **do not** want your school to report a GPA, please complete this form and **return it to your high school counselor** by

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GPA's will be submitted to the Commission starting 

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# STUDENT INFORMATION

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3. Please print your permanent mailing address

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4. Please print your Date of Birth (MM DD YYYY)

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By signing this form, I am electing **not** to have my school report my high school Cal Grant GPA information and SSN (if applicable) to the California Student Aid Commission for use in the Cal Grant application process.

**Student Signature**

**Student Phone Number**

**Date**

The student named on this form is under the age of 18. I am the parent or legal guardian of the above named minor, and I **do not** authorize the release of his/her high school GPA information and social security number (if applicable) to the California Student Aid Commission for use in the Cal Grant application process.

**Parent/Legal Guardian Signature**

**Parent Phone Number**

**Date**

**Print Parent Name**

**Parent email address**

## Health

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

## Home and Hospital

Home instruction is extended to students who will be absent at least three (3) weeks for long-term illness (BP 6183). This instruction is limited in scope and a request with accompanied documentation must be submitted to the student's building office for processing.

## ID Cards

The first ID card is free and identifies each student as an active member of the student body. **All students must carry a current year ID card or have a digital copy on their person. Not presenting this ID card**

**when requested by a staff member may result in progressive disciplinary action.** If students lose their student ID card, they may pay \$3 for a duplicate in the student store or they may receive a paper copy from their building office. If students let someone else use their card, they will be subject to disciplinary action.

A student body card sticker may be purchased at Walk-Thru or later at the Student Store and allows the following discounts:

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

### **Parking Gate Policy**

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

Student parking lot gates will be locked ten minutes before passing period and ten minutes after the passing period bell. At the end of the day, they will be opened two minutes before the bell. If a student must leave after the gates are locked, they need to go to the A Building and ask the secretary to contact a campus supervisor to open the gates. If a student returns after the gates are locked, they must park in a visitor spot (in front of the A Building) and go to the attendance office to request that the gate be unlocked.

### **Parking Lot Regulations:**

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

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

1. Detention
2. Wednesday School

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

### **Short-Term Independent Study**

Short-Term Independent Study is for students who need independent study for situations requiring the students be away from school for six to ten days. Students may go to their building office at least five days before their first day of absence to get the contract/agreement for Short-Term Independent Study.

### **Student Government**

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

### **Textbooks**

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

### **Textbook policy**

1. Students are responsible for the care of their textbooks.
2. Textbooks will be issued through textbook room A105.
3. Students must have a current FHS student ID to check out textbooks.
4. Students are encouraged to cover assigned textbooks.
5. Students need to inspect textbooks for damage at check-out time. Damages need to be reported immediately to the textbook room clerk. Students may be fined for unreported damages.
6. Charges for damaged or lost textbooks range from \$5 to the full replacement price of the book.
7. Students must report any loss of textbooks to the textbook room immediately. Once a student reports a lost or damaged book, they will have one full week to either pay for the book or show proof of replacement of book.
8. Replacement books will be issued after payment for the lost book(s) or arrangements have been made.
9. Receipts will be issued for payment for a lost book. Refunds for books that are found will be mailed.
10. The replacement price of a book is the current publisher's price.

11. Students must return books to the textbook room when the course of study is completed.
12. When students withdraw from school, they must return student textbooks to the textbook room (A105).
13. If fines or other charges are not paid, students' grades, transcripts, and/or diploma may not be forwarded to student's next school or issued to student. In addition, this matter will be turned over to a collection agency.
14. For a yearlong class, students may keep the textbook until the end of the school year. Semester long class textbooks are due back at the end of each semester (Before Winter Break and by the last day of school).
15. All Novels are due back to the textbook room before each school break (Fall break, Winter break, Spring break and Summer break).

### **Theft**

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

### **Tutorial Services**

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

**Study Hall** – A full block period to complete assignments, study or go to the Math Lab.

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

**Homework Extended Learning Program (HELP)** – Academic support is offered Monday through Thursday from 3:15 to 4:15 pm. The HELP Lab is run by teachers and is located in B119.

## **DISCLAIMER**

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

### **Public Notification of Nondiscrimination**

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

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

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

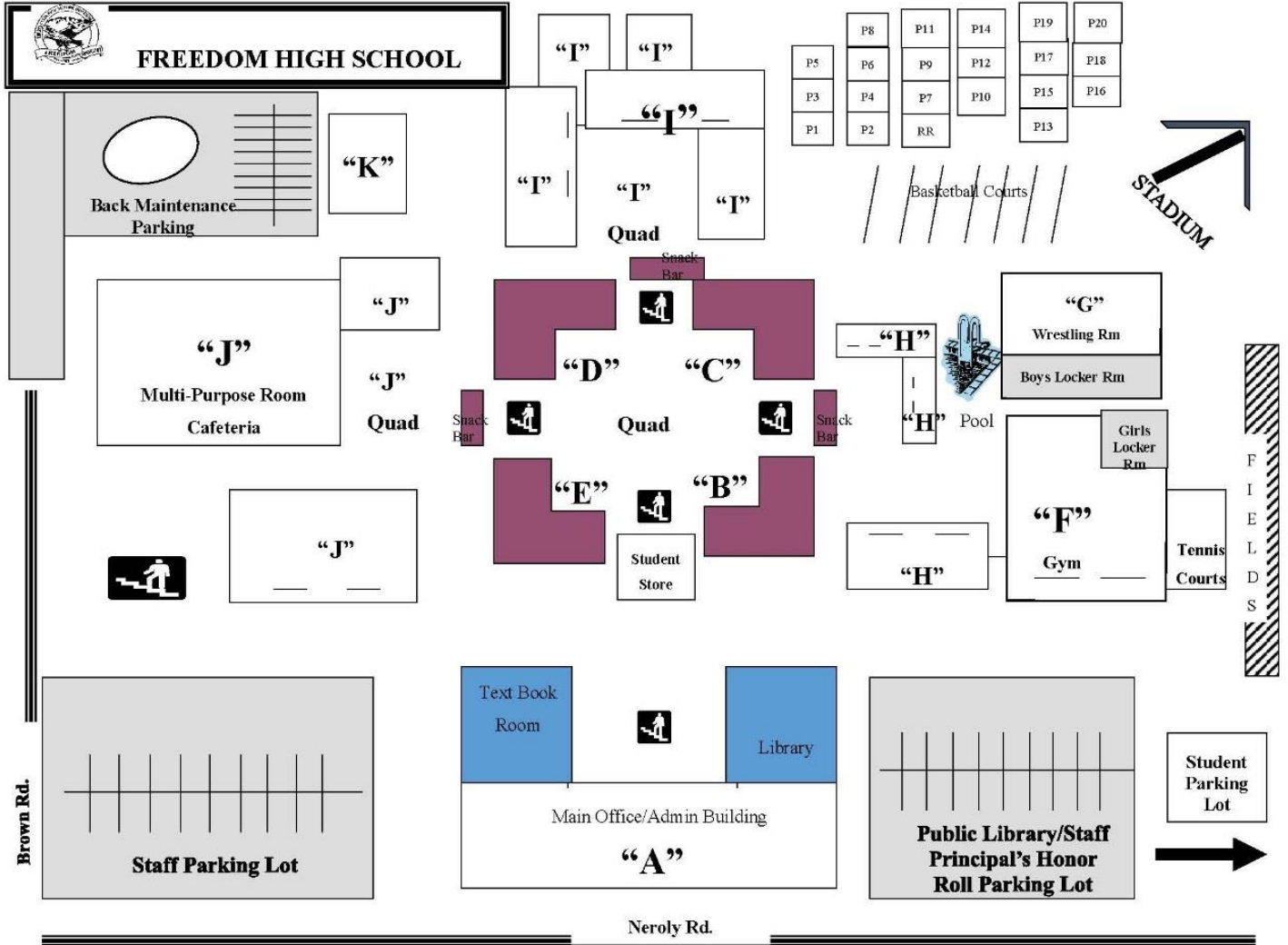
**Section 504 Coordinator: Karen Cortez- Director of Student Services, 20 Oak Street, Brentwood, CA 94513 (925) 634-2166**

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

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

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

# Map of Freedom High School



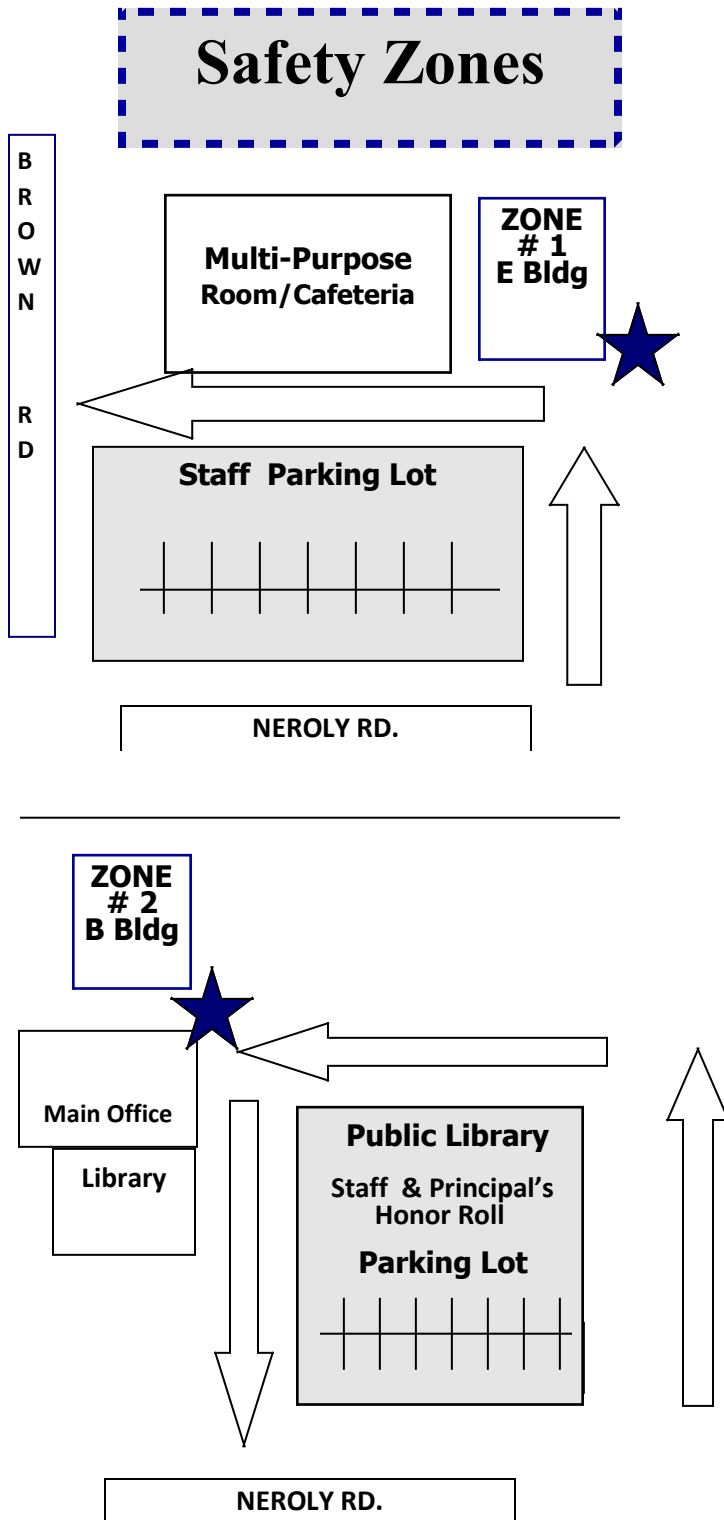
## Safe Evacuation Plan

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

### Student pick up area

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

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





**LIBERTY UNION HIGH SCHOOL DISTRICT**

**STUDENT CONDUCT CODE DISCIPLINARY GUIDELINES**

Revised: 11/1/2017

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

**ED Code 48915(c)**

| Offense  | First Offense  | Second Offense | Third Offense |
|--|--|----------------|---------------|
| 1. Possessing/selling/furnishing a firearm at school or at a school activity.  | 5-day suspension. Police report. Expulsion Recommendation  |                |               |
| 2. Brandishing a knife at another student.   | 5-day suspension. Police report. Expulsion Recommendation  |                |               |
| 3. Unlawfully selling a controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code. | 5-day suspension. Police report. Expulsion Recommendation  |                |               |
| 4. Committing/attempting to commit a sexual assault/battery as defined in EC 48900(n).   | 5-day suspension. Police report. Expulsion Recommendation  |                |               |
| 5. Possessing any explosive device (as defined in 18 U.S. Code 921)  | 5-day suspension. Police report. Expulsion Recommendation. |                |               |

Category 2: Offenses on which the Principal is REQUIRED to recommend EXPULSION, must meet secondary findings<sup>%</sup>

**ED Code 48915(a)**

| Offense  | First Offense   | Second Offense | Third Offense |
|--|---|----------------|---------------|
| 1. Caused serious physical injury to another person, except in self-defense.   | 5-day suspension. Police report. Possible Expulsion Recommendation <sup>%</sup>   |                |               |
| 2. Possessed any knife or other dangerous object of no reasonable use to the student.  | 3-5 day suspension. Police report. Possible Expulsion Recommendation <sup>%</sup> |                |               |
| 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. | 1-5-day suspension. Police report. Possible Expulsion Recommendation <sup>%</sup> |                |               |
| 4. Robbery or extortion.   | 5-day suspension. Police report. Possible Expulsion Recommendation <sup>%</sup>   |                |               |
| 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 <sup>%</sup>   |                |               |

<sup>%</sup> Other means or correction are not feasible or have repeatedly failed to bring about proper conduct. Or Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others

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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 penalty based upon individual circumstances.

**ED Code 48900**

| Offense  | First Offense  | Second Offense  | Third Offense                                 |
|--|--|---|---|
| .2 - Committed sexual harassment as defined by EC 212.5.   | Other means of correction#<br>Refer to sexual harassment policy                        | 1-3 day suspension*<br>Possible involuntary transfer recommendation               | 5-day suspension*<br>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#<br>Possible involuntary transfer                            | 3-5 day suspension*<br>Involuntary transfer recommendation<br>Police notification | 5-day suspension*<br>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#<br>Possible involuntary transfer                            | 3-5 day suspension*<br>Involuntary transfer recommendation                        | 5-day suspension*<br>Expulsion recommendation |
| .7 - Made terrorist threats against school officials or school property, or both.  | Other means of correction#<br>Police Report<br>Involuntary or Expulsion recommendation | 5-day suspension*<br>Expulsion recommendation                                     |   |

#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.

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

**ED Code 48900**

| Offense   | First Offense   | Second Offense   | Third Offense   |
|---|---|--|---|
| a.(1) Caused, attempted to cause, or threatened to cause physical injury to another person (Assault)(Mutual Combat)   | 1 - 3 day on/off campus suspension                                  | 3-5 day on/off campus suspension<br>Possible involuntary transfer  | 5-day suspension<br>Possible Involuntary or Expulsion recommendation                  |
| a.(2) Willfully used force or violence upon the person of another, except in self-defense. (Battery)  | 3-day suspension  | 3-5 day suspension<br>Possible involuntary transfer  | 5-day suspension<br>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<br>Possible Police report          | 3-5 day suspension<br>Police report<br>Possible involuntary transfer recommendation                        | 5-day suspension<br>Police report<br>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<br>Police report                               | 5-day suspension<br>Police report<br>Possible Involuntary transfer recommendation                          | 5-day suspension<br>Police report<br>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<br>Police report                               | 5-day suspension<br>Police report<br>Possible Involuntary transfer recommendation                          | 5-day suspension<br>Police report<br>Possible Involuntary or Expulsion recommendation |
| e. Committed or attempted to commit robbery or extortion.   | 1 – 3 day on/off campus suspension<br>Police report                 | 5 day suspension<br>Police report<br>Involuntary transfer recommendation                                   | 5-day suspension<br>Police report<br>Expulsion recommendation                         |
| f. Caused/attempted to cause damage to school/private property. *#  | Other means of correction#<br>Restitution<br>Possible Police report | 3 - 5 day suspension on/off campus*<br>Restitution<br>Police report<br>Involuntary transfer recommendation | 5-day suspension*<br>Restitution<br>Police report<br>Expulsion recommendation         |
| g. Stole/attempted to steal school/private property. *#   | Other means of correction#<br>Police report                         | 3 - 5 day suspension*<br>Police report<br>Possible Involuntary transfer recommendation                     | 5-day suspension*<br>Police report<br>Involuntary or Expulsion recommendation         |

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|---|--|---|--|
| h. Possessed/used tobacco/other nicotine product. *#  | Warning#<br>Discretion of site administrator<br>Possible referral to counseling                                      | 1-3 day on/off campus suspension*<br>Possible referral to counseling                        | 3-5 day on campus suspension*  |
| i.(1) Committed obscene act or engaged in habitual profanity/vulgarity. (Non-directed) *#   | Warning#<br>Discretion of site administrator   | Detention assigned*   | 1 – 3 day on/off campus suspension*  |
| i.(2) Committed obscene act or engaged in habitual profanity/vulgarity. (Directed-Student) *#   | Other means of correction#   | 3-5 day on/off campus suspension*   | 5-day suspension*  |
| j. Unlawfully possessed/offered/arranged/negotiated to sell any drug paraphernalia. *#  | Other means of correction#<br>Possible Police notification   | 2-3 day on/off campus suspension*<br>Police report  | 5-day suspension*<br>Police report<br>Possible Involuntary transfer recommendation     |
| k. Disrupted school activities/defied valid authority. *#   | Other means of correction#   | 1-3 day on/off campus suspension*   | 3-5 day on/off campus suspension*  |
| l. Knowingly received stolen school property or private property. *#  | Other means of correction#<br>Possible Police report   | 3 - 5 day on/off campus suspension*<br>Police report  | 5-day suspension*<br>Police report<br>Involuntary transfer recommendation              |
| m. Possessed an imitation firearm. *#   | Other means of correction#<br>Possible Police report   | 3 - 5 day on/off campus suspension*<br>Police report<br>Involuntary transfer recommendation | 5-day suspension*<br>Police report<br>Expulsion recommendation                         |
| n. Committed/attempted to commit a sexual assault as defined in Penal Code 261, 266C, 288, 288a or 289 or committed a sexual battery as defined by Penal Code 243.4.(does not meet EC 48915 criteria)*# | 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*<br>Police report<br>Involuntary transfer recommendation               | 5-day suspension*<br>Police report<br>Expulsion recommendation                         |
| p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA. *#   | Other means of correction#<br>Police report  | 5 day suspension*<br>Police report<br>Possible Involuntary transfer recommendation          | 5-day suspension*<br>Police report<br>Possible Involuntary or Expulsion recommendation |
| q. Engaged in, or attempted to engage in, hazing. *#  | Other means of correction#   | 3-5 days off campus suspension*   | 5-day suspension*<br>Possible involuntary transfer                                     |
| r. Engaged in the act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel. *#   | Other means of correction#<br>Must provide targeted student(s) with reasonable support that is documented in Aeries. | 3-5 days off campus suspension*   | 5-day suspension*<br>Possible involuntary transfer                                     |

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|  |                            |                                 |  |
|--|----------------------------|---------------------------------|--|
| t. Aid or abet the infliction or attempted infliction of physical injury*# | Other means of correction# | 3-5 days off campus suspension* | 5-day suspension*<br>Possible involuntary transfer |
|--|----------------------------|---------------------------------|--|

#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.

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

| Offense  | First Offense  | Second Offense   | Third Offense   |
|--|--|--|---|
| Verbal Provocation   | Warning<br>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<br>Return to student at end of day                            | Possible detention<br>Confiscate<br>Parent pick-up                               | 1 day on-campus suspension<br>Confiscate<br>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 and 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<br>Parent conference<br>Possible police notification | 1-3 day on/off campus suspension<br>Possible police notification                 | 5 day off campus suspension<br>Police report<br>Possible involuntary transfer                     |
| Cheating   | Parent/teacher contact<br>Teacher detention<br>Zero on assignment        | 1 day class on-campus suspension<br>Parent/teacher contact<br>Zero on assignment | 2-3 day on/off campus suspension<br>Zero on assignment<br>Parent Contact<br>(Fourth Offense - WF) |
| I.D. card failure to wear, carry, or present upon request  | Warning  | Detention  | Detention<br>Future violations may result in 1-5 days suspension                                  |
| Off campus/Out of bounds area  | 1 day on/off campus suspension<br>Warning<br>Possible detention          | 2-3 days on/off campus suspension  | 3-5 days on/off campus suspension   |
| Unsafe behavior-running, throwing objects, horseplay, spitting   | Warning<br>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<br>Possible non-harassment contract                              | 1-3 days on or off campus suspension<br>Possible non-harassment contract         | 3-5 days off campus suspension<br>Possible involuntary transfer                                   |
| E-cigarettes   | Warning/Confiscate, return to parent                                     | Warning/Confiscate, return to parent   | 1-2 day on campus suspension  |