

Liberty High School



“Home of the Hawks”

2011-2012

**Student / Parent
Handbook**

Vision Statement

Liberty High School is a model campus that exemplifies a positive school culture, which includes diversity, leadership, and traditions. The staff and students are unified with the community to promote the best possible atmosphere for the students. Liberty High School is a school that prides itself on outstanding academic, athletic, and extra curricular activities.

Beliefs

- Students will be successful, self-directed, life long learners, who are able to utilize appropriate technology to achieve their goals.
- Students at Liberty High School should be models of good character traits as illustrated by maintaining self-control, having a sense of purpose, and demonstrating positive leadership skills.
- Liberty High School staff will work together to accomplish the goal of educating all students, model life-long learning, encourage student and parent involvement, and provide students with opportunities to integrate with the community.
- Professional and educational decisions and programs will be data driven and used to develop a community of life-long learners and creative decision makers who possess critical thinking skills.
- All staff will work to develop a comfortable, safe, and positive environment at Liberty High School where students feel comfortable and secure in all areas of the campus.
- Liberty High School will provide state of the art facilities for both academic learning and extracurricular activities that give all students, staff, and community an opportunity to be successful.
- All staff will work collaboratively to provide standards based instruction and assessment in a learning environment that facilitates students' success.

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Liberty High School Bell Schedule 2010-2011

Monday, Tuesday, Friday

Hour		Period	Min
8:00	8:59	Period 1	59
8:59	9:04	Passing	5
9:04	10:03	Period 2	59
10:03	10:13	Break	10
10:13	10:18	Passing	5
10:18	11:17	Period 3	59
11:17	11:22	Passing	5
11:22	12:21	Period 4	59
12:21	1:01	Lunch	40
1:01	1:06	Passing	5
1:06	2:05	Period 5	59
2:05	2:10	Passing	5
2:10	3:09	Period 6	59

Wednesday (Odd) and Thursday (Even)

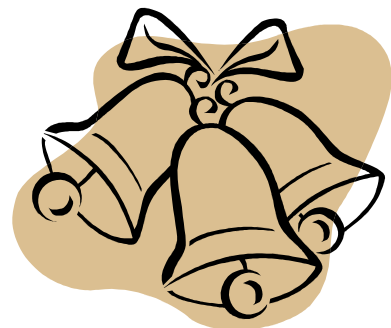
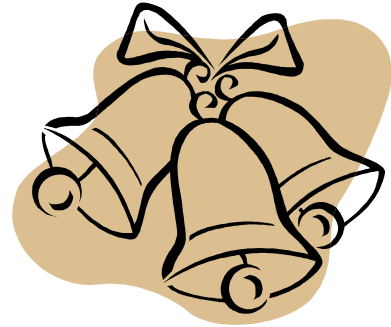
Hour		Period	Min
8:00	9:34	Period 1/2	94
9:34	9:44	Break	10
9:44	9:49	Passing	5
9:49	10:30	Period 7/8	41
10:30	10:35	Passing	5
10:35	12:09	Period 3/4	94
12:09	12:49	Lunch	40
12:49	12:54	Passing	5
12:54	2:28	Period 5/6	94

Minimum Day Schedule Monday (Please see Special Events Calendar for Dates)

Hour		Period	Min
8:00	8:45	Period 1	45
8:45	8:50	Passing	5
8:50	9:35	Period 2	45
9:35	9:40	Passing	5
9:40	10:25	Period 3	45
10:25	10:30	Passing	5
10:30	11:15	Period 4	45
11:15	11:20	Passing	5
11:20	12:05	Period 5	45
12:05	12:45	Lunch	40
12:45	12:50	Passing	5
12:50	1:35	Period 6	45

Activities Schedule

Hour		Period	Min
8:00	8:51	Period 1	51
8:51	8:56	Passing	5
8:56	9:47	Period 2	51
9:47	9:57	Break	10
9:57	10:02	Passing	5
10:02	10:53	Period 3	51
10:53	10:58	Passing	5
10:58	11:49	Period 4	51
11:49	11:54	Passing	5
11:54	12:37	Activity	43
12:37	1:17	Lunch	35
1:17	1:22	Passing	5
1:22	2:13	Period 5	51
2:13	2:18	Passing	5
2:18	3:09	Period 6	51



**Liberty High School
Special Events Master Calendar
2010-2011**

DATE	EVENT
5-Aug	Registration
11-Aug	Freshmen Student/Parent Orientation (6pm in Theatre)
11-Aug	Staff Development Day
12-Aug	First Day of School
13-Aug	Back to School Rules Assembly
20-Aug	Class of 2014 Speeches/Elections-Theatre
20-Aug	Back to School Dance 8:00-11:00PM Theatre
23-Aug	Minimum Day/Staff Development
26-Aug	Club Sign up Day-Theatre/Patio: Lunchtime
30-Aug	12 th Grade Parent Meeting - 6pm Theatre
1-Sep	Back to School Night
6-Sep	Labor Day (No School)
10-Sep	Fall Food Fair
16-Sep	PSAT Registration Deadline
16-Sep	Salsa Contest @ lunch
Sept 15 – Sept 16	6 Week Benchmark Exams
17-Sep	6 Week Progress Report - Eligibility
22-Sep	School Site Council Meeting
24-Sep	Fall Sports Rally
Sep TBA	Senior Panoramic and Senior Picture Make-ups (Art Building) TBA
Sept 27 – October 01	Homecoming Spirit Week
27-Sep	Homecoming Kick Off Night Rally
28-Sep	ASVAB-11/12 th grade
1-Oct	Homecoming 2010 – Floats and King/Queen Ceremony
1-Oct	Homecoming Dance 10:00p.m.–12:00 a.m.
October TBA	Madden Tournament – TBA
4-Oct	Minimum Day/Staff Development
Oct 5-Oct 6	CAHSEE 12 th Retakes
Oct 6-Oct 7	CSU Application Student Workshop-tutorial
08-Oct	PLAN Registration Deadline
8-Oct	Leadership Movie Night
13-Oct	PSAT Testing Day
18-Oct	Minimum Day/Staff Development
21-Oct	ASB Literacy Fair-Children's Hospital
Oct 27 – Oct 28	12 Week Benchmark Exams
29-Oct	12 Week Progress Report - Eligibility
Nov 01 – Nov 17	Canned Food Drive
3-Nov	UC Application Student Workshop-tutorial
4-Nov	PLAN Testing Day
5-Nov	Dance 8:30-11:30pm. Theatre
8-Nov	Minimum Day/Staff Development
Nov 9- Nov 10	CAHSEE 11 th /12 th Retakes
Nov 11 – Nov 12	Veteran's Day & Non-Student Day (No School)
Nov. 17	Site Council Meeting
19-Nov	Winter Rally-Battle for the Turkey
Nov 22 – Nov 26	Fall Break-Thanksgiving
2-Dec	ASB Tree Decoration
4-Dec	Winter Formal – Holland Park West
Dec 6 - Dec 17	Coats for Kids - Coat Drive
7-Dec	Staff vs. Students Bball Kick-off Night Rally Event
10-Dec	Winter Food Fair
Dec 16 – Dec 17	1st Semester Finals - Fall Finals Schedule
17-Dec	1st Semester Ends - Eligibility
Dec 20 – Jan 7	Winter Break

SEMESTER TWO

10-Jan	2nd Semester Begins
Jan	12 th Grade FAFSA Parent Workshop TBA
14-Jan	ASB Dodgeball Tournament Sign-ups
17-Jan	Martin Luther King Day (No School)
21-Jan	Winter Sports Rally
January 24 – January 28	ASB Dodgeball Tournament

25-Jan	2011-2012 Parent Registration Presentation 6pm
January 31 – February 11	Pennies for Patients Penny War
31-Jan	11 th grade Parent Meeting (College Planning) 6pm Theatre
31-Jan	Minimum Day/Staff Development
Feb 1 -Feb 2	CAHSEE (all 10 th ; 11 th /12 th retakes)
4-Feb	Talent Show Sign-ups
4-Feb	Basketball 'Homecoming'
09-Feb	Blood Drive Meeting/Sign-ups
11-Feb	Winter Food Fair
12-Feb	Sadie Hawkins
14-Feb	Presidents' Day (No School)
Feb 15 – Feb 18	FFA Week
Feb 16 – Feb 17	LHS Talent Show Tryouts
18-Feb	3 on 3 Basketball Sign-ups
21-Feb	Presidents' Day (No School)
23-Feb	Site Council Meeting
Feb 23 – Feb 24	6 Week Benchmark Exams
25-Feb	6 Week Progress Report - Eligibility
28- Feb	Minimum Day/Staff Development
March TBA	NSL Talent Show (TBA)
1-Mar	Kid's Day
Mar 8 -Mar 9	CAHSEE (all 10 th grade; 12 th retakes)
10-Mar	Blood Drive: Theatre
11-March	Powder Puff Night Rally/Food Fair
11-March	Powder Puff Games – TBA
14-Mar	Minimum Day/Staff Development
March 14 – March 18	3 on 3 Tournament - Gym
18-Mar	ASB Leadership Movie Night
March 25	Spring Sports Rally
April 11 – April 29	STAR Testing (TBA)
30-March	Staff vs. Students Softball Game- TBA
April 6 – April 7	12 Week Benchmark Exams
8-Apr	12 Week Progress Report - Eligibility
9-Apr	PROM Fashion Show-Theatre
March 28 – April 1	Mr/Mrs LHS Competition
March 28 – April 1	3rd Annual Spirit Jam
1-Apr	Hawk-a-Palooza
April 18 – April 25	Spring Break
13-Apr	Site Council Meeting
2-May	12 th grade Graduation Parent Meeting TBA
May 2 - May 6	Teacher Appreciation Week
May 4 - 11	AP Testing
6-May	Teacher/Staff Appreciation BBQ
7-May	Prom-TBA
May 10 - May 11	CAHSEE (10 th makeups/12 th retakes)
9-May	Minimum Day/Staff Development
12-May	2nd Annual Leadership Camp-Gym
13-May	ASB/Class Elections: Gym-Special Schedule
16-May	Senior Academic Awards Night
17-May	MOCK ROCK/Karaoke
18-May	Site Council Meeting
20-May	Senior Rally-Activities Schedule
20-May	Yearbook Distribution Event-Extended Lunch
20-May	Farewell to Seniors Dance-Theatre 7-11pm
May 23 - May 24	Senior Finals
May 26 – May 27	Grad Nite-Disneyland
30-May	Memorial Day (No School)
June 1 - June 2	2nd Semester Finals (9-11 th)
2-Jun	Graduation 6:00 PM
2-Jun	2011 Sober Grad
3-Jun	2nd Semester Ends - Eligibility; Grades due for all 9 th , 10 th & 11 th Graders
3-Jun	Last Day of School-Early Release

All Dates are Subject to Change!

Liberty High School Staff

Golden Valley Unified School District Board of Trustees

President	Mark Toole
Clerk	Mike Kelly
Member	Mona Diaz
Member	Kathleen Crumpton
Member	Brian Freeman

Golden Valley Unified School District Administration

Superintendent	Andy Alvarado
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Liberty High School Administration

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SECTION 1: ATTENDANCE

Regulations and Procedures

Parents are required to clear absences. Under law, schools must continue to track all absences and report them to the state. Inasmuch as class participation is an integral part of students' learning experiences, parents and students shall be encouraged to schedule medical appointments during non-school hours.

Our procedure is a period-by-period attendance check. Each day, we know the period or periods that a student has missed the previous day.

When a student is absent, students and parents should adhere to the following procedure:

1. All absences must be cleared by telephone, email, or note. Only parents or legal guardians may clear absences (unless the student is 18).
2. Parents may call the Attendance Office between the hours of 7:30 a.m. and 4:00 p.m. and speak directly to the Registrar.
3. All absences should be cleared within 24 hours of their occurrence. An absence not cleared for five days will be considered an unexcused absence.

Excused Absences

State Law requires all students to attend school daily. According to the Education Code, a student may be excused from school for various personal reasons, including:

1. Legitimate illness
2. Medical appointment
3. Court appearance
4. Bereavement
5. Other justifiable personal reasons approved by the principal or school administrator

Unexcused Absences

An absence due to any reason not listed above will be marked as an unexcused absence.

Extended Absences

If a student will be absent five (5) days or more, a student shall request to be placed on an Independent Study Contract (ISC). In order to be eligible to be on an ISC, a request must be submitted five (5) days prior to the absences. Further details can be found in Section 2 under Student Support Services. If a student does not fulfill his or her obligations to the ISC, the absences will be considered unexcused.

Confidential Medical Appointments

School authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent, as required by California's education law.

Make-up Work

Students whose absences are cleared as either excused or unexcused can make up all work missed; the amount of time given will be equivalent to the number of days missed (i.e., a student absent two days would be allowed two days to turn in work). A student whose absence is not cleared, unauthorized, considered as a truancy, or not due to a suspension, may not be allowed to complete assignments, tests, or other class work missed as per teacher discretion. It is the responsibility of the student to make up work missed due to absences. Students are expected to complete, on time, any class work they were assigned prior to their absence.

If students have been absent for at least two (2) days, parents may phone in a request to pick up work missed. The work will be available after 2:00 p.m. on the day following the request. If a student is suspended for three (3) days or more, homework will be available to pick up by the parent after 2:00 p.m. on the second day of suspension.

Excessive Absences

Excessive absences will be dealt with in the following manner:

Excused Absences:

Step 1: Ten (10) excused class period absences will result in a notice mailed home. A conference with the counselor will be scheduled. The School Attendance Review Board process begins.

Step 2: Twelve (12) excused class period absences will result in a notice mailed home notifying parents that at 14 absences a doctor's note will be required for each additional absence. A conference with the Learning Director will be scheduled.

Step 3: Fourteen (14) excused class period absences will result in a notice mailed home notifying parents that a doctor's note will be required for each additional absence. If a note is not provided for a further absence, each additional absence will be considered unexcused.

Unexcused Absences:

Step 1: Three (3) unexcused class period absences, not due to extenuating circumstances, will result in a notice mailed home. A conference with the counselor will be scheduled. The School Attendance Review Board process begins.

Step 2: Six (6) unexcused class period absences, not due to extenuating circumstances, will result in a letter and parent contact notifying the parent that five (5) semester credits will be removed from the student in the class from which he/she is absent. **. A meeting will be scheduled and the student will be asked to sign an attendance contract agreement.

** A student may make up the period(s) missed by attending a Saturday School for each of those periods in excess of five (5) absences. Credits will be reinstated at the

end of the semester providing the student fulfills the Saturday School requirements and achieves a passing grade in the class that has been missed.

Seven (7) absences in the same class period = Attending two (2) Saturday School sessions

Eight (8) absences in the same class period = Attending three (3) Saturday School sessions

Step 3: Eight (8) unexcused period absences will result in a scheduled meeting with the district SARB committee.

If a student reaches nine (9) unexcused period absences, the student will not be allowed to earn credits back for the class, but will remain assigned to the class.

EXAMPLE: A student has six (6) absences in periods 1, 3, and 5, plus seven (7) absences in period 6. The student would need to serve five (5) Saturday Schools to reinstate credit for all four (4) periods.

A parent may appeal the decision of revoking credits by contacting the school counselor for an appeal form. All appeals must be submitted and resolved no later than the following grading period.

Truancy Policy

Any student who is absent from school without a valid excuse for three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as truant. A student found to be truant will be given a referral to the Learning Director's office. Students who are habitually truant are in violation of the Education Code and are subject to referral to the justice court system and/or the School Attendance Review Board (SARB).

Ed Code 48264.5 Truancies 1-3

School Attendance Review Board (SARB)

The Golden Valley Unified School District SARB is used in conjunction with the Liberty High School attendance policy. The board is made up of school officials, members of the community, Madera County Sheriff's Department, and representatives of various social service agencies. Any student who is a habitual truant or is irregular in attendance may be referred to the SARB.

Saturday School

Saturday School may be assigned for unauthorized, unreported absences or tardies, or for disciplinary reasons. The student has the responsibility of coordinating with his/her teachers all work that needs to be made up. The following rules for Saturday School apply:

1. Parents will receive a notice in the mail when a student is assigned Saturday School. The notice will include the date, time, location, and responsibilities.
2. Saturday School will be held from 8:00 a.m. to 12:00 p.m. on Saturdays. Students will meet in

the LHS Cafeteria for Saturday School room assignments unless otherwise notified. **NO ONE WILL BE ALLOWED TO ENTER SATURDAY SCHOOL AFTER 8:05 A.M.**

3. Students must bring materials to study or read. **IF A STUDENT DOES NOT BRING MATERIAL TO STUDY OR READ, THEY WILL BE REMOVED FROM SATURDAY SCHOOL AND CREDIT WILL NOT BE GIVEN FOR ATTENDANCE.**

4. All students assigned Saturday School are expected to complete their Saturday School assignment as given, unless they receive permission to reschedule the assignment from a school administrator PRIOR to the assigned date. Failure to attend assigned Saturday School will be dealt with as a form of defiance.

5. Students must adhere to all school policies while attending Saturday School. Students must follow LHS Dress Code Policies; students out of compliance will not be admitted and/or given credit.

6. If at any time during the class period a student becomes a disciplinary problem, the parent/guardian will be contacted and requested to come to school and pick up their student. If this occurs, no credit is given and an out-of-school suspension may follow.

Check-in/Check-out Policy

Appointments, Partial Day Absences

All students leaving school during the day must sign out with the Registrar. All students must be checked out or released by a parent/guardian/emergency contact before leaving campus. Verification of parent/guardian/emergency contact may be required before the student is allowed to leave. Students must obtain permission prior to leaving campus. Students leaving campus without signing out through the Registrar's office will be marked as truant and will be referred to the Learning Director for disciplinary action. Students must sign back in after returning to campus.

Attendance for 18-year-olds

Students who have been continuously enrolled in a comprehensive high school program since his or her 18th birthday are considered entitled to continue such enrollment. Adult students will be responsible for adhering to all policies and regulations of the District. Violation of the District's policies and regulations, including habitual absences with no legitimate reason, may result in discipline, up to and including expulsion.

90% Attendance for Seniors

To participate in LHS graduation ceremonies, students must attend school 90% of all periods.

This means students cannot miss more than **18 days per year or 108 periods per year**. All absences, excused or unexcused, except for those for school activities, will be counted in this rule. With **prior administrative approval**, Saturday school may be used to make up a maximum of 12 periods (4 periods per Saturday school). Saturday school may not be used as credit for future absences.

Tardy Policy

Teachers will document each tardy a student accumulates. The Attendance Office will track tardies and assign appropriate discipline.

A tardy is defined as not being in the classroom when the tardy bell stops ringing. A tardy can only be excused due to illness, doctor's appointment, family funeral, or school activity. Any other reason is considered an unexcused tardy. If a student is reporting to school late, he/she must report to the Attendance Office. To be excused, the Registrar must receive a note or a phone call from a parent/guardian that meets the above criteria. The student must sign in, and the Registrar will issue a time-stamped tardy pass to the student. The teacher will remove the absence or tardy mark from the attendance report. Habitual tardies subjects the student to a referral, parent conference and Behavior Contract, and possible restriction of privileges, suspension, transfer, or expulsion.

Saturday School does not clear tardies. Progressive discipline will be assigned as follows:

Step 1: Three (3) unexcused tardies	One (1) day of after school campus beautification
Step 2: Five (5) unexcused tardies	Three (3) days of after school campus beautification
Step 3: Seven (7) unexcused tardies	Five (5) days of after school campus beautification and SARB Process Begins. Letter will be sent to parents and meeting will be scheduled with counselor.
Step 4: Nine (9) unexcused tardies	Five (5) days after school campus beautification and 4 hours of Saturday School. Second letter will be sent to parents and meeting will be scheduled with Learning Director.

Each additional tardy will result in a 1-5 school suspension, a Behavior Contract, and be recommended for possible referral to alternative education.

SECTION 2: ACADEMICS

Graduation Requirements for Liberty High School

English – 40 Credits (9, 10, 11, 12)

Fine Arts – 10 Credits

Foreign Language – 10 Credits

Mathematics – 30 Credits: Algebra and Geometry required

Physical Education – 20 Credits

Science – 20 Credits: Biological Science 1 year;
Physical/Earth Science 1 year

Social Science – 40 Credits

Electives – 60 Credits

Total Credits – 230 Credits

Recommended for Board Approval:

1. 230 credits required to graduate
2. 170 credits in required subjects and 60 credits in Elective/Additional courses
3. 3 Year Math Requirement
4. A 2.0 minimum grade point average**

Promotion-Retention

In order to move from one grade level to the next, credit requirements must be met:

Grade 10:	50 Credits Required
Grade 11:	100 Credits Required
Grade 12:	150 Credits Required

A student who does not accumulate the required number of credits toward high school graduation may be placed on academic probation. A student who does not achieve the necessary number of credits by the end of the probationary semester shall not be allowed to participate in extracurricular activities. Students not making satisfactory progress toward graduation may be assigned to an Educational Options site.

In order to graduate from high school in four years, a student must meet the above requirements*.

Suggested Course Sequence For Basic Graduation Requirements

Subject & District Unit Requirement	Grade 9	Grade 10	Grade 11	Grade 12
English (40 credits)	English 9	English 10	English 11 AP Language	English 12 AP Literature
Mathematics (30 credits)	Math appropriate to achievement of student	Math: appropriate to interest and achievement of student (Algebra 1A/1B, Algebra 1, Geometry, Contemporary Math, Algebra 2, Pre-Calculus, AP Calculus, Computer Applications, Advanced Web Page Design, Computer Concepts)		
Social Science (40 credits)	Geography/Health/ Driver's Training	World History	U.S. History A.P. U.S. History	Civics/Economics AP Government
Science (20 credits)	Earth Science	Biology	Chemistry	Physics
Physical Education (20 credits)	PE Marching Band	PE Marching Band	Marching Band	Marching Band
Foreign Language (10 credits)	Spanish			
Fine Arts (10 credits)	Advanced Choir, Art 1, Concert Band, Drama, Digital Photography			

Electives – Enough in at least one area to prepare student for job entry level. (60 credits)	ASB/Leadership, Yearbook/Journalism, Math Companion, ROP Careers in Education, ROP Commercial Art, ROP Culinary Arts, ROP Sports Medicine, Powerlifting, Computer Concepts, Web Page Design, Advanced Web Page Design, Foods/International Foods, Work Experience, Art 2, Advanced Art Studio, Humanities, Student Assistant, Study Skills, AVID, Spanish 2, Spanish 3, Spanish 4
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*The SENIOR EXIT INTERVIEW is a separate graduation requirement in addition to the subject area and credit requirements.

**Board approved minimum GPA policy for graduation is as follows:

Maintain a 2.0 GPA for the Freshman, Sophomore, Junior, and Senior years for all classes taken

OR

If the student experiences difficulty early in his/her high school years:

Maintain a 2.14 GPA for the Sophomore, Junior, and Senior years for all classes taken

OR

Maintain a 2.29 GPA for the Junior and Senior years for all classes taken

Grade point averages are figured as follows (with the exception of Advanced Placement courses):

Students earn points for each grade received (4 for "A," 3 for "B," 2 for "C," 1 for "D," 0 for "F"), multiplied by the number of credits earned in that class, adding all classes on the transcript together for a grand total. This number is then divided by the total number of credits attempted in high school.

Graduation Ceremony

Students must meet all of the requirements for graduation (e.g., 90% attendance, proficiencies, credits, mandated courses, financial and other obligations) and be in good standing by the deadline for senior grades to be eligible to participate in the Graduation Ceremony. Students who must complete graduation requirements in the summer following their senior year will receive a diploma at the end of summer school, but will not be eligible for the June ceremony. Foreign exchange students are subject to district policies and procedures. Students who do not pass the California High School Exit Exam may only participate in the ceremony if they are enrolled in the assigned intervention class during the school day and take the CAHSEE every time it is offered as per board policy.

California High School Exit Exam

Pursuant to the Education Code, tenth graders may only take the California High School Exit Exam (CAHSEE) once while in tenth grade, only during one of the census administrations designated by the State Superintendent of Public Instruction.

Students in grades 11 who have not yet passed one or both sections of the CAHSEE can have up to two opportunities per year to take the section(s) of the examination not yet passed; students in grade 12 can have up to three opportunities. Students in grades 11 and 12 who miss an administration will have to wait until the next regular administration offered by the school district. Students may have one opportunity to pass the examination after completion of all other graduation requirements.

The exam is divided into two parts: (1) English Language Arts and (2) Mathematics. All questions on the test will be based on the California State Board-Adopted Standards. **Students must pass both parts of the CAHSEE to receive their high school diploma.** Students also must meet the district's requirements for graduation. Students will receive results of the exam within eight weeks after testing is completed and receive additional instruction, if needed, to help ensure success. The CAHSEE will be given at the school site during regular school hours on the designated dates.

Students who do not pass the CAHSEE will be issued a Certificate of Completion for their work at Liberty High School.

Grades

Grading System

Teachers generally follow the system listed below. If there is a difference in grading system it will be reflected on the course syllabus.

A = 90-100	4.0 grade points	D = 60-69	1.0 grade points
B = 80- 89	3.0 grade points	F = 0-59	0 grade points
C = 70- 79	2.0 grade points		

An "T" (Incomplete) is given when work is not completed because of illness or other excused absence. Incompletes must be made up within two weeks of the end of the course. An incomplete shows up as a temporary grade of an "T" on the report card and is changed to a grade upon completion of the work, or changed to an "F" for failure to complete adequate work for a higher grade. Incompletes will not be issued as a progress report grade.

If a student receives a failing grade because of unexcused absences or excessive excused absences without medical certification, the student's record shall specify that the grade was assigned because of excessive unexcused or excused absences.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. If the parent/guardian is not notified, a teacher may not give a failing grade for a course.

Grades for Physical Education

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control (as deemed appropriate by the teacher/administrator), does not wear standardized physical education apparel.

Student performance in high school physical education courses shall be based upon evaluation of the student's individualized progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests.

Students must pass 5 of 6 areas of physical fitness defined in the Physical Fitness Test. Students must continue to take P.E. until this Physical Fitness Test has been passed.

Grade Reporting

The six and twelve-week progress report grades are not entered on the student's transcript; however, these grades are an indication of the grade the student has earned up to the point that progress reports are issued. Extracurricular eligibility is determined by the six and twelve week progress reports as well as the semester final grades. The report of grades will be mailed home. Semester grades are final grades. These are the grades that appear on student transcripts and are used for graduation requirements and college entrance requirements. Parents are alerted to the fact that every six weeks a formal report card is issued.

Below are the dates that mark the end of each grading period:

Fall Semester 2010

September 17, 2010	6 Week Progress Report
October 29, 2010	12 Week Progress Report
December 17, 2010	End of Fall Semester

Spring Semester 2011

February 25, 2011	6 Week Progress Report
April 8, 2011	12 Week Progress Report
June 3, 2011	End of Spring Semester

Final Exam Policy

It is the policy of Liberty High School not to allow early final exams.

Honors Grading Policy

Although Liberty High School offers Honors (H) classes, the University of California and California State University systems do not grant additional quality grade points for Honors level classes when computing a grade point average for admissions review. Liberty High School does not “weight” a grade point average for Honors classes.

Advanced Placement Grading Policy

A quality point shall be given in all classes designated as Advanced Placement (AP) at Liberty High School, provided that the student takes the end-of-course AP Examination. The point shall be used for computation of the weighted cumulative grade point average for all school related and external reporting of grades unless specified otherwise by colleges or programs. No quality point will be given for a grade of “D” or below. The quality point is used as follows: 5 points for an “A,” 4 points for a “B,” and 3 points for a “C.”

Maximum Credit Guidelines

A regular schedule is composed of six classes, or 30 credits. A student may earn up to 40 credits per semester by taking extra courses at Liberty High School through Concurrent Studies, with prior counselor approval. Approval must be obtained prior to attempting any additional units. Students

may not independently contract for further earning of units without Liberty High School administrative approval.

Grade Change Policy

A teacher may change a student's grade if it is appropriate and justified. The Academic Petition should be used to document this process. A student's grade may not be changed after five (5) weeks from the conclusion of the prior 6-week grading period unless administrative approval is granted in advance for extenuating circumstances.

Teachers may establish an academic petition for students to make up work in order to change a grade issued for the previous grading period. The written plan must include reasonable and appropriate make up work from the prior grading period such as homework, tests, papers, or projects. The grade change should not be based on the student's current grade in the class.

If a student repeats a course for a better grade (typically done during Summer School if the course is offered) the better grade will be noted on the transcript. However, all courses attempted will be included in calculating the weighted cumulative GPA.

Withdrawal/Failure (WF) and Class Transfer Policy

A student, with parent/guardian and Counselor permission, may initiate the changing of a class during the first two (2) weeks of the first semester and during the first (1) week of the second semester. Requests for course changes after the due dates will only be considered if there are extenuating circumstances involved and administrator approval is granted.

1. Due dates for requests for a program change form will appear in the school bulletin. Program change approval must be obtained with signatures from a parent/guardian and Counselor.
2. Textbooks and equipment for classes a student withdraws from must be returned prior to enrolling into the new class.
3. The teacher of the class that is being dropped may assign a transfer grade. The receiving teacher has the following options: a) Implement the transfer grade and start the student with that grade; b) Require the student to make up missed work up to that point; or c) A combination of a and b.

The following process will be used for handling program changes at the beginning of the school year.

1. The first five days will be devoted to:
 - a. Clerical/Data processing errors
 - b. Inappropriate ability level placement
 - c. Adjusting courses for entering college, work experience, or meeting graduation requirements
 - d. Registering students who are new to the district.
2. The Next five days will be devoted to:
 - a. Registering students who are new to the district.
 - b. Considering student/parent requests for elective changes.

No program changes will be made to accommodate teacher preference or period preference without prior administrative approval.

Grading Policy for Transfer Students

When a transfer student arrives with transfer grades, semester grades will be computed using standard policy.

If the student has no transfer grades, the issue then becomes the date of arrival in the semester. If the student is enrolled in a class less than six weeks, the semester grade of “No Mark” shall be given. If the student is enrolled in a class six weeks or more, then a semester grade shall be given.

Academic Standards for Extracurricular Participation

The Governing Board has established the following standards for eligibility to participate in extra-curricular activities. Each school site is directed to develop a plan to provide monitoring and assistance to individual students in order to satisfy these standards.

The adoption of this policy concurrently satisfies the requirements of the California Education Code (Section 35160.5) and the California Interscholastic Federation (Bylaw 205).

Extra-Curricular Participation and Absences

Students shall not participate in an activity during or after school, including athletic competitions, if, on the day of the activity, they: 1) have a medical excuse that prevents participation; 2) are absent any portion of the school day other than for official school business or a valid reason (as decided by administration). Students/parents should notify the school of extenuating circumstances and obtain prior approval for the absence before removing the student from school.

Extra-Curricular Sports and Activities Eligibility

The Golden Valley Unified School District requires all participants in extra-curricular activities to maintain a 2.0 or better G.P.A. in the previous 6-week grading period. All participants must be making satisfactory progress towards graduation. If a participant falls below these requirements, he/she may retain eligibility by completing an Eligibility Appeal form.

As per CIF Guidelines, athletes must be enrolled in at least 20 units (4 classes), they must be passing at least 20 units at the most recent grading period, and they must have a minimum G.P.A. of 2.0 on a 4.0 scale during the previous grading period.

As set by our Board of Trustees, our probationary period is a grading period (6 Weeks).

The Athletic Director checks grades each grading period to determine athletic eligibility. There are six grading periods in one academic year (1st Progress Report – 6 Wks, 2nd Progress Report – 12 Weeks, 1st Semester Grades, 1st Progress Report – 6 Wks, 2nd Progress Report – 12 Wks, 2nd Semester Grades).

1. Students who are above 2.0 and passing at least 20 units are eligible for participation.
2. Students who are below 2.0 for the first time and are passing at least 20 units are on probation. Students on probation are eligible for participation. Students who are below 2.0 for consecutive grading periods are ineligible regardless of how many units they are passing.

3. Students who are below 2.0 and are not passing 20 units are ineligible. Ineligible students are not eligible for participation, be it practice or game.
4. Students who are ineligible may elect to be on an Ineligibility Contract. In order to be on the contract the following conditions must be met:
 1. The athlete must have the coach's approval in advance.
 2. The athlete, at least one parent, and the Athletic Director must have a conference to go over the rules of the contract. The coach, if possible, is also recommended to attend the conference.
 3. The athlete must meet all other conditions (physical, insurance, clearance procedure, etc.) in order to be on an Ineligibility Contract. An Ineligibility contract only allows a student to practice with the team. They are not allowed to participate in contests. The contract is only good until the next grading period's grades are posted.
 4. When the new grades are posted:
 1. If the athlete's grades are above 2.0, he/she is immediately eligible for participation in contests.
 2. If the athlete's grades are below 2.0, he/she is ineligible and no longer allowed to practice with the team.
 3. If a listed rule on the contract is broken before the new grades are posted, he/she is no longer allowed to practice with the team.
 5. Students who are below a 2.0 GPA for three (3) consecutive grading periods (one semester) will be banned from participating in athletics until they pass three (3) consecutive grading periods with a 2.0 GPA or above.

Additional Eligibility Information

1. Summer school grades may be combined with spring semester grades in computing the grade point average to determine eligibility for the first six weeks of the next school year.
2. Students will be declared eligible, ineligible, or on probation by the second Monday following the close of the previous grading period. This date is set to allow for accuracy in the issuance of grades and the determination of grade point averages.
3. Grades earned in the final semester of the eighth grade must be used to determine probation/eligibility for the first six weeks of the ninth grade.
4. A transfer student is subject to all of the conditions of the grade point average. If a transfer student is below the standard for accumulated units toward high school graduation, a school can implement a probationary period if the following conditions are met:
 1. A written plan of coursework for the student to catch up on credits within twelve months (or the graduation ceremony for a senior) is developed.
 2. The plan is to be submitted to the Principal and Superintendent/designee for approval.

NCAA Eligibility

Students planning to enroll in college after high school and want to participate in Division I or Division II athletics must be certified by the NCAA Initial Eligibility Clearinghouse. The Clearinghouse ensures consistent interpretation of NCAA initial eligibility requirements for all prospective student athletes at all member institutions. Students should start this process in the spring of the junior year of high school. See Counselor for more information.

Academic Awards

Valedictorian and Salutatorian

All students who possess a 4.0 GPA or above will be valedictorians, although students will be ranked within this category. This GPA will be based on all subjects for the first seven semesters, including quality points for Advanced Placement classes as specified under the UC requirements. Any repeat of an AP course will NOT be used in the calculation of GPA. If no student possesses a 4.0 GPA then the valedictorian will be the student with the highest GPA in the senior class. The eighth semester will not be taken into account for qualification. Transfer grades from other schools will be calculated according to Liberty High School's policies. All students who achieve a 4.0 or better cumulative GPA by the end of the first semester of their senior year will be given valedictorian status.

The salutatorian will be the person with the highest GPA below 4.0 at the end of the first semester of his/her senior year, and will receive recognition as such. This GPA will be based upon all subjects for the first seven semesters, including quality points earned in Advanced Placement classes as specified under the UC requirements. Transfer grades from other schools will be calculated according to Liberty High School's policies.

In the event that several students become valedictorian, a maximum of three will be allowed to speak at graduation exercises. The valedictorians will present their graduation addresses before a committee of faculty and administrators and three will be chosen based on the quality of the addresses and the presentation.

Courses taken extraneous to the Liberty High School program, which are not used for meeting graduation requirements, will not be considered in the computation at a student's request.

All candidates must meet all graduation requirements for Liberty High School.

Foreign Exchange students are not permitted to qualify.

Top Ten Percent

The top ten percent of seniors from each senior class will be selected according to the following criteria:

The "top ten percent" will be those students whose grade point averages place them in the top ten percent ranking in their class, based upon all subjects for the first seven semesters, including quality points earned in Advanced Placement classes as specified under the UC requirements. The eighth semester will not be taken into account. Transfer grades from other schools will be calculated according to Liberty High School's policies. Foreign exchange students will not be computed into the top ten percent.

Courses taken extraneous to the Liberty High School program, which are not used for meeting graduation requirements and/or graduation, shall not be considered in the computation.

Additional Senior Year Recognition

1. CSF Life Members. (See California Scholarship Federation below)

2. Principal's Medallion. The principal will recognize with a medallion and provide preferential seating for all the students who earned an overall unweighted grade point average between 3.85 and 4.0. All classes taken in high school beginning with the ninth grade will be included.
3. AVID students as determined by the AVID advisor.

Academic Recognition (All Students)

The following criteria will be used for determining honor roll status at each semester grading period:

1. Principal's Honor Roll G.P.A. of 3.80 and higher
2. Honor Roll G.P.A. of 3.17 – 3.79

California Scholarship Federation (Life Members)

The California Scholarship Federation (CSF) is a state honor society, which requires its members to take college preparatory classes, and at the same time, maintain an extremely high grade point average. Members benefit by opportunities to visit major colleges and universities throughout the school year and to serve their community by helping service organizations. Life members need to qualify for membership during 4 of their last 6 semesters in high school. 100% members need to qualify for membership during 6 of their last 6 semesters in high school.

Class Rank

The Governing Board authorizes a system of class ranking by grade point average. Class rank shall be computed by a student's grades in all subjects. Weighted class rank will also be calculated and shown on students' transcripts. A student's grade point average and rank in class shall be entered on his/her record and shall be subject to the Governing Board's policy on release of student records.

Academic Deficiencies

Academic Probation

Students who fail two or more classes in a semester are placed on academic probation for the following semester, during which time they are expected to improve their grades. Students who continue a pattern of failure and fail two or more classes in subsequent semesters are not making satisfactory progress toward graduation. Such students may be recommended for transfer to an Educational Options program. Students exhibiting declining grades may be subject to Academic Probation restrictions from extracurricular activities and other school privileges.

Incomplete Grading Policy (Semester)

A student who receives an incomplete grade (I) at the semester has two (2) weeks of the next semester in which to make up the incomplete grade. Failure to do so will result in changing the incomplete grade to an "F" on the student's transcript. Credits toward graduation are determined by the semester grades; therefore incomplete grades at the semester are discouraged except in cases of illness or personal emergency. Semester incomplete grades require administrative approval and must be accompanied by the use of the Academic Petition.

Repeating Classes

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript and both grades shall be used in determining the student's overall grade point average. Credit will be granted for repeated courses unless otherwise noted in the Course Description Book.

Non-Graduation Status

After each six (6) week grade reporting period, the parents/guardians of any senior student with a failing grade in a required course will be notified of possible non-graduation status.

Senior Reclassification Policy

A student is only considered for reclassification if at the end of his/her third year of high school, he/she has not accumulated at 170 credits toward graduation. Every third-year student is evaluated based upon the number of credits earned towards graduation and is categorized as follows:

If a student has accumulated 170 or more credits, he/she will have Senior class status, which means he/she will qualify for graduation if he/she passes all six classes both semesters.

If a student has accumulated 150-169 credits, he/she will be on "probationary" Senior class status. Student will have to take extra classes during the fall and spring semesters if he/she plans to graduate in June. A conference with their Counselor is necessary to plan the senior year schedule.

If a student has accumulated 149 or fewer credits, the student will not have Senior class status. This means he/she will not be able to participate in any Senior class activities or take certain senior-level classes, i.e. Civics/Economics. A student who has not been given Senior class status must attend a conference with their Counselor so that a plan can be developed to assist him/her in achieving a high school diploma.

Notification of Failure

1. If a student receives an A, B, or C grade on the six-week progress report and later becomes in danger of failing a class after the grade notification, a deficiency notice will be sent home. The twelve-week progress reports will serve as the deficiency notice.
2. Any senior who is in danger of failing any class at the semester, regardless of the grade at either of the progress grading periods, will have a deficiency notice sent home.
3. Parents are urged to contact their son/daughter's teacher(s) if a drop in grades or performance is noticed.

SECTION 3: STUDENT SUPPORT SERVICES

Counseling Services

Counseling services are available to all students at Liberty High School. Students are encouraged to seek individual assistance through counseling when they feel it is necessary. The counseling staff is willing and ready to help students in any way possible and hope that students will feel free to use the services provided. If the counselor is not immediately available, ask the counseling secretary, located in the office, for an appointment. Students should seek counseling advice concerning the following areas:

1. Graduation Information
2. Selection of High School Courses
3. Test Administration and Interpretation
4. Scholarship and Grant Information
5. Registration Policies
6. Grades and Grade Point Average
7. Vocational and Career Guidance
8. Personal Counseling
9. Transcripts (interpretation)
10. Attendance

Conferences are held with students regarding policies and procedures in relation to the academic program at Liberty High School. Your familiarity with these areas will help make your years at Liberty High more profitable.

All of the administrative staff maintains an "open door policy" for those students in need of personal counseling on an emergency basis. Students should make an appointment to seek academic counseling and guidance any time there is a need. The general objective of the Counseling Department is to provide services to enable students to make independent and intelligent life decisions.

Yearly Counseling Goals

Ninth Grade

1. The establishment of a four-year educational/career plan.
2. An academic counseling session is conducted.
3. PSAT will be available.
4. Career exploration occurs and aptitude test is taken.

Tenth Grade

1. The student will update the personalized four-year educational/career plan with the assistance of the Counselor. A conference with each student and their parent or guardian will be held by appointment.
2. All tenth grade students will be encouraged to take the PSAT.
3. Guided research on possible careers explored during freshman year.

Eleventh Grade

1. Students will be informed of their progress toward graduation.

2. Students will explore education necessary to meet career goals.
3. Students will be given the following:
 1. PSAT/NMSQT, ACT, SAT I, SAT II, and ASVAB testing information.
 2. The opportunity to meet with college representatives.
 3. NCAA eligibility conference (if requested).
 4. CAHSEE status reported to student and parents.

Twelfth Grade

1. A senior conference that includes a graduation requirement update.
2. Parents will receive notification when a student is deficient in a class required for graduation.
3. Seniors will be given:
 1. Information and registration forms for ACT, SAT I, and SAT II.
 2. Scholarship and financial aid information.
 3. Assistance in filling out applications for scholarships and college admission.
 4. Financial aid workshop for parents and students.

Services for All Students at All Grade Levels

1. Registration, scheduling, and program adjustments.

Grants and Scholarship Information

Grants and scholarship information is made available to seniors through their counselor. Scholarship applications are available from the Counseling office. Students are notified of deadline dates, qualifications, and where and how to apply. This information is announced in the Daily Bulletin and posted in the Career Center and Counseling office.

Transcripts

All official transcripts must be requested from the school registrar 24 hours in advance by signing a Transcript Request Form. Unofficial transcripts can be received from the registrar or the counselors as time permits.

School Psychological Counseling Services

A school psychologist is available to provide direct services to students, families, and staff regarding situations involving drugs, alcohol, emotional/social issues, and academic difficulties. Services include short-term student counseling, psycho-educational assessment, parent training, suicide intervention, crisis intervention, group facilitation, and program modifications serving to link students and families with outside agencies. Students are referred to the school psychologist by parents, teachers, counselors, or administrators. Students may refer themselves by contacting the office or by directly contacting the school psychologist.

Student Support Services

Liberty High School Student Support Services personnel consist of a Health Clerk, School Psychologist, Counselor, Nurse, and various teachers. The goal of student support services is to identify common concerns of students and staff and to implement services to alleviate and address those concerns. This includes individual counseling as well as support groups which deal with such problems as school attendance, self-esteem, drug/alcohol abuse, anger management, pregnancy,

depression, and family issues. Students can be referred to these services through their counselor, teachers, administrators, and parents.

Additional educational Programs

College Classes

Juniors and Seniors are allowed to enroll in Community College, CSU, and/or UC college classes with prior administrative approval. Students must have a minimum 2.5 GPA to attend a Community College and a minimum 3.0 to attend CSU or UC schools. Students must meet with the Counselor for course approval.

With prior approval of the school principal, a student may earn credit for both a high school class and a college class by enrolling in the MCCAP program, a partnership with LHS and the Madera Center. The high school principal and the Superintendent of Education must approve exceptions to the regulation.

Gifted and Talented Education (GATE)

GATE has been established to meet the needs of those students, certified according to requirements established by the State of California and the local school districts, by developing programs for the gifted student. The main emphasis of the GATE Program at Liberty High School is to meet the needs of the gifted through the established curriculum. This includes honor courses, Advanced Placement courses, and numerous other advanced elective courses in music, art, and drama. Liberty High School will offer these courses in most disciplines including science, mathematics, literature, history, government and foreign languages. There is a sequence of courses beginning in grade 9 and progressing through grade 12 that are recommended offerings for the GATE students. In addition, GATE students are encouraged to participate in a number of extra-curricular activities such as Academic Decathlon.

Advanced Placement (AP) Program

Liberty High School will offer AP courses whose subject content is recommended by the College Board. These advanced classes involve students in college level course content and learning experiences. These courses are challenging and stimulating. When compared to other high school courses, AP classes often take more time, require more work, and give greater opportunity for individual growth and accomplishment. Each AP course requires a specific prerequisite course of study or teacher permission. These prerequisites need to be included in the development of any four-year plan culminating in the AP experience.

In May of each year, examinations are taken to determine if advanced standing in college is warranted. Most major colleges and universities for college credit recognize scores of 3, 4, or 5. Three to four units of college credit may be earned per semester for each test successfully passed. The amount of credit varies from institution to institution. Students who are enrolled in Advanced Placement classes during the spring semester must take the AP test and are required to pay the testing fee during the fall semester in order to be awarded grade point augmentation. Students will take the exam in May.

The AP Program is one of the finest preparatory experiences a high school can offer for college and university bound students. Most AP students acquire good study skills and do extremely well

throughout their college careers. Some of our nation's finest universities prefer to admit AP students to students lacking AP experience.

Establishment of AP courses at Liberty High School will be based on student enrollment. Possible offerings for any school year are: AP Language and Composition, AP Literature and Composition, AP Calculus AB and/or BC, AP European History, AP US History, AP Government, AP Biology and AP Art Studio.

Because Advanced Placement classes culminate in a national exam at the end of the course, all students in these classes are naturally expected and required to take such exams to receive grade point augmentation.

Special Education

The District actively seeks out and evaluates students within the District boundaries who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal law. The District provides special education and related services to students with disabilities who are determined eligible pursuant to the provisions of the Individuals with Disabilities Education Act (“IDEA”).

For more information regarding special education services for students with disabilities, contact the District’s special education office or a high school administrator.

Section 504 of the Rehabilitation Act

The District provides a free and appropriate public education designed to meet the educational needs as adequately as the needs of non-disabled students are met.

The District provides accommodations to all students in the general education population who have a physical or mental impairment that substantially limits a major life activity (like learning). When a Section 504 referral is made, a team of persons who are knowledgeable about the student is convened to determine eligibility and to develop a Section 504 plan.

For more information regarding Section 504 services, contact a high school administrator.

SECTION 4: DISCIPLINE

Campus Conduct

The laws of the State of California, the policy of Golden Valley Unified School District, and the rules and regulations of the school site are the framework for the standards of conduct at Liberty High School.

Students are under the jurisdiction of the school for disciplinary purposes (1) while on the school grounds and parking lot; (2) while going directly to school or going directly home from school; (3) during the lunch period, whether on or off campus; and (4) during, or while going to or coming from, a school-sponsored activity. Students who violate district discipline policy at these times are subject to the stated disciplinary alternatives including but not limited to suspension and expulsion (Ed Code 48900). Such jurisdiction does not make the district board, certificated personnel, or classified personnel liable for student's actions.

The following general rules and all other school regulations apply at any of these times or places:

1. Possession of anything that is disruptive to the educational environment of the school. Such items include, but are not limited to electronic listening devices (i.e., radios, iPods, etc.) game boys, matches, felt tip pens (i.e., Sharpies), laser pointers (unless used for a valid instructional or other school related purpose with prior authorization), firecrackers, knives, spiked rings, other weapons or dangerous objects, smoke or stink bombs, tobacco, alcohol, drugs of any kind or any substance designed to look like a banned substance, drug paraphernalia, water balloons, squirt guns, and paintball guns.
2. If a student has a cell phone or other signaling device out or on during the school day, the phone or device will be confiscated and only returned to a parent. If a phone rings, buzzes, vibrates or beeps, or otherwise disrupts the learning environment, it shall be confiscated by the teacher. Confiscated phones will not be returned to students. Phones that are confiscated by teachers in the classroom will not be available for pick up until after 3:30 PM. While the District realizes that parents are concerned about their student's safety, cell phones that disrupt the educational process will not be tolerated and will be confiscated. Cell phone calls and or text messaging is prohibited during the school day.
3. Students must show respect for other persons and property. Violations of this requirement include, but are not limited to, behaviors that endanger staff or students, shoving, fighting, threatening, in-subordination, profanity, hazing or another initiation activity, gambling, vandalism, damage to or theft of property belonging to the District, staff or students, throwing food, littering, throwing water or ice, harassment, bullying, intimidation, gang signs or calls, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
4. Students must have passes when outside the classroom at any time other than passing periods, brunch and lunch, or when leaving campus prior to the end of the school day. **LEAVING CAMPUS DURING THE SCHOOL DAY REQUIRES OFFICE CLEARANCE.** Failure to check out with the front office will result in a referral for an improper check out/check in.
5. **STUDENTS MUST OBEY ALL ADMINISTRATORS, TEACHERS, AND STAFF AT ALL TIMES. IF STUDENTS FEEL THEY HAVE BEEN TREATED UNFAIRLY, THEY**

SHOULD FIRST OBEY THE SCHOOL EMPLOYEE, THEN DISCUSS THE INCIDENT WITH A SCHOOL ADMINISTRATOR.

6. The District will not allow any skateboarding, bike riding, roller skating, roller blading, or other such activity on any school grounds.
7. Students will not be allowed to contain any type of writing on their personal belongings, such as backpacks or bags, this includes writing with markers on their hands, arms and body.
8. The office phone is available by permission only.

Progressive Discipline Process

Liberty High School follows a progressive discipline process. As students continue violating school rules, consequences for student actions become more severe. The plan is as follows:

Level 1

The following are considered Level 1 violations: unprepared for class (books, pens, paper, etc), eating and drinking in class, inattentive in class (sleeping, daydreaming, etc), disruptive behavior, excessive tardies (as determined by teacher), Dress Code violation, excessive display of affection, and littering.

Possible consequences for Level 1 violations are: teacher phone call to parent/guardian, teacher conference with student, written referral, parent teacher conference (citizenship mark), teacher assigned detentions, reflection in student's course grade, administrator assignment to campus beautification (referral required).

Level II

The following are considered Level II violations: insubordination/disobedience to authority; disrespect to any adult on campus; harassment/abuse of other students; disrespect of other students (spreading rumors, lying that results in verbal altercation, etc.); cutting class(es); disruption of classes in session; defacing school property; cheating on class assignments/tests (including plagiarism); using profanity, vulgarity, or obscenity; failure to identify oneself when asked by a staff member, use of another student's ID card, loaning an ID card, or having no ID card; forgery, altering documents, misuse of official documentation, or misrepresentation or impersonation of parent/guardian to clear absence or in other school business; leaving campus anytime during the school day other than lunch (seniors) without an Off Campus Pass; bus citation; gambling; use of electronic devices during class sessions (cell phones, iPods, gaming devices, etc.), riding bikes, skates, roller blades, skate boards, etc. on campus; use of/saving of inappropriate websites as determined by administrator.

Possible consequences for Level II violations are: direct referral to an administrator AND one of the following actions by Teacher: teacher conference with student; teacher contact parent/conference; teacher assigned detentions; teacher assigned F grade on assignment.

The administrator may then take the following actions: assignment to campus beautification during lunch or after school; assignment to Saturday School; exclusion from participation in extra-curricular activities (dances, sports, etc.); suspension from school for 1-5 days; confiscation of item; removal from class with an F Grade.

Repeated violations of Level I and Level II behaviors will be subject to suspensions and/or Behavior Contracts.

Level III

The following are considered Level III violations: **Education Code Section 48900 authorizes suspension* if a student has:** caused, attempted to cause, or threatened to cause physical injury to another person; willful used force or violence against another person; possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object without written permission of Principal; unlawfully possessed, used, sold, or furnished, or been under the influence of any controlled substance, an alcoholic beverage, or intoxicant of any kind; unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant, or furnished any substance represented as controlled substance, alcoholic beverage, or intoxicant; committed robbery or extortion; caused or attempted to cause damage to school or private property; stolen or attempted to steal school or private property; possessed or used tobacco and/or a lighter; committed an obscene act or engaged in habitual profanity or vulgarity; unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia; disrupted school activities or willfully defied valid authority of supervisors, teachers, administrators, school officials, or other school personnel; knowingly received stolen property; possessed of an imitation firearm; committed sexual harassment; committed any incident or act of hate violence; engaged in harassment/threats/intimidation against student(s) by creating an intimidating or hostile environment; made terrorist threats against school officials or school property; committed or attempted to commit a sexual assault or sexual battery; harassed, threatened or intimidated a student who is a potential or complaining witness in a school disciplinary proceeding; possessed or used stink bombs; pulled a fire alarm; disrupted entire school activities.

***A police report will be filed, as required by law, where appropriate.**

Possible consequences for Level III violations are: 1-5 day school suspension; student placed on a behavior contract; transfer to Educational Options site; expulsion from the district. Each discipline case will be dealt with on a case by case basis. The site administrator will determine appropriate discipline action. In some circumstances, Ed Code will supersede Level III consequences.

Suspensions and Expulsions (Ed. Code 48900)

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel (unless prescribed).
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possession of an imitation firearm. An imitation firearm is “a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.”
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual batter as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.

Ed. Code 48900.2 Sexual Harassment

Ed. Code 48900.3 Hate Violence

Ed. Code 48900.4 Harassment, Threats, or Intimidation Against a Pupil

Ed. Code 48915

- (a) The principal or the superintendent of schools shall recommend a pupil expulsion for any of the following acts, unless the principal or superintendent finds, and so reports in writing to the governing board, that expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident:
 - (1) Causing serious physical injury to another person, except in self-defense.
 - (2) Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
 - (3) Selling or otherwise furnishing a firearm.
 - (4) Unlawful sale of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (5) Robbery or extortion.

- (b) The principal, superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
 - (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.
 - (2) Brandishing a knife at another person.
 - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
 - (4) Committed or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

Recommendation for expulsion is required by Education Code for possession of any firearm, knife, and/or explosive.

Suspended students and students pending expulsion may not be on campus or attend any school activities, unless prior arrangements have been made with the principal or assistant principal.

Suspensions and Extra/Co-Curricular Activities and Sports

Any student who commits an expellable offense is immediately removed from a sports team/activity and is ineligible to participate or attend any extra/co-curricular events for one calendar year from the date of suspension pending expulsion.

The GVUSD Code of Ethics applies to all students who represent Golden Valley Unified School District in any extra/co-curricular program. The student will be asked to make this commitment prior to the start of the season /activity, and abide by its conditions during the school calendar year from the signing date during the Season of Sport/Season of Activity.

Students in violation of the Code of Ethics will be referred to a hearing panel within five school days, (unless extended by mutual consent). The hearing panel will inform the student of its decision after the panel's recommendation for non-privilege/restriction has been reviewed by the school principal. Any appeal will be directed to the Principal's office.

The Panel may decide to permit the student to reduce up to half of this non-privilege period if the student completes a Panel rehabilitation plan or work back*.

*Work back is defined as one hour of campus, community service or intervention equaling one day of non-privilege.

Violations that occur outside the Season of Sport/Season of Activity (including summer) will be referred to the Code of Ethics Hearing Panel on a case-by-case basis.

Upon the findings of the Hearing Panel regarding violations that occur outside the Season of Sport/Season of Activity (including summer), Code of Ethics disciplinary actions may be enforced.

The code is a statement of responsibility and understanding for a student who freely chooses to represent the school.

The students, in representing themselves, their parents, school and community, are expected to conduct themselves in an exemplary manner.

Sexual Harassment

According to Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment. Other types of conduct which are prohibited include, but are not limited to:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures.
6. Jokes of a sexual nature.
7. Any comment that when said to a person of the opposite sex tends to make them feel uncomfortable or be offended.

On the first violation students will receive an "Interview Request" to the Counselor. A second violation will result in a referral to the Learning Director. Severe violations may result in a referral, suspension, and/or recommendation for expulsion on the first offense. Investigation will include interviews with the victim, the perpetrator, and witnesses and documentation of such.

The Governing Board is committed to maintaining a learning environment that is free from harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school related activity.

The Superintendent/designee shall ensure that students receive age appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment, because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional well being at school.

Any student who engages in the sexual harassment of anyone at school or a school related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

Any employee who engages in, permits, or fails to report sexual harassment shall be subject to disciplinary actions up to, and including, dismissal. In addition, criminal or civil charges may be brought against the alleged harasser. Sexual harassment also may be considered a violation of laws relating to child abuse.

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal/designee or to another district administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The principal/designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances to the harassment. In addition, the student may file a formal complaint with the Superintendent/designee in accordance with the district's uniform complaint procedures.

The district prohibits retaliatory behavior against any complaint or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

Legal Reference:

CIVIL CODE

51.9 Liability for sexual harassment, business, service and professional relationships.

1714.1 Liability of parents/guardian for willful misconduct of minor

EDUCATION CODE

200-240 Prohibition of discrimination on the basis of sex, especially:

212.5 Sexual harassment

212.6 Sexual harassment policy

230 Particular practices prohibited

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, 1972 Education Act Amendments

UNITED STATES CODE, TITLE 42

2000d & 2000e et seq. Title VI & Title VII, Civil Rights Act of 1964 as amended

Franklin v. Gwinnet County Schools (1992) 112 S. Ct. 1028

Doe v. Petaluma City School District (1995, 9th Cir.) 54 F.3d 1447

Clyde K. v. Puyallup School District #3 (1994) 35 F. 3d 1396

Oona R. - S. etc. v. Santa Rosa City Schools et al (1995) 890 F. Supp. 1452

Patricia H. v. Berkeley Unified School District (1993) 830 f. Supp. 1288

Rosa H. v. San Elizario Ind. School District, 887 F. Supp. 140, 143 (W.D. Tex. 1995)

Davis v. Monroe County Board of Education (1996, 11th Cir.) 74 F. 3d 1186

Kelson v. City of Springfield, Oregon (1985, 9th Cir.) 767 F 2d 651

Dress and Grooming

The purpose of dress regulations is to help each student set a standard for his/her personal appearance that is appropriate within the accepted standards of Golden Valley Unified School District. All Golden Valley students are expected to demonstrate pride in their personal appearance because it reflects individually on them and collectively on the school they attend. Daily attire need not be expensive to be attractive and entirely acceptable. All apparel must comply with GVUSD Dress Code. The dress code shall be in effect at all school-related activities both on and off campus, including, but not limited to, activities such as dances, award ceremonies, field trips, and athletic events.

The Governing Board recognizes that students' mode of dress and grooming is a manifestation of their personal style and individual preference. The board will not interfere with the right of students and their parents to make decisions regarding appearance except when choices affect the educational program of the schools. It is recognized that any apparel that draws **undue attention to the wearer** creates a safety concern or detracts from the education process and is not acceptable. Good taste and good grooming are a part of learning for both boys and girls. It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness.

The Board shall authorize school regulations that prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student himself or others in the school.
2. Cause excessive wear or damage to school property.
3. Prevent the student from achieving his/her own educational objectives because of blocked vision or hearing or restricted movement.
4. Clothing or styles used by some students to identify groups or gangs whose purpose is to intimidate or harass.
5. Distract from or otherwise impede the learning process because of their extreme style (e.g. piercing, unnatural hair color, mohawks) or attire that is too revealing.

Each school site, in concurrence with the school site council, may develop additional guidelines stricter than the district's minimum Dress Code Policy and these regulations. These local rules shall not permit items prohibited herein. Schools are responsible for notifying the students and parents/guardians in a timely manner of their supplemental Dress Code Policy.

Exemption to Policy

Religious beliefs, when verified, may be grounds for an exemption to a specific portion of the Dress Code Policy. A petition for an exemption from enforcement of a specified portion of the Dress Code Policy may be submitted to the Office of Student Services.

Dress Code

The Golden Valley Unified School District Governing Board has adopted the following Dress Code policies. These policies ensure a safe school setting conducive to a positive learning environment.

Shorts/Skirts

1. Shorts, dresses, skorts, and skirts are to be worn no shorter than the extended middle finger tip length, straight arm to the side, of the individual student. They must be hemmed and not be form fitting.
2. Bike shorts (spandex), unhemmed frayed shorts, or shorts with torn and/or revealing holes are unacceptable.
3. GVUSD approved gym shorts may only be worn for physical education activities and athletic practices.

Baggy and Tight Clothing

1. Excessively baggy or oversized pants or shorts are not allowed. Oversized clothing that presents a safety concern is not acceptable.
2. Pants when measured at the middle of the kneecap of the straightened leg **cannot exceed 5 inches horizontally**. Pants must fit and be worn at the **natural waist** and not exceed the student's measured size by more than two sizes. The bottom of the pant leg may not be frayed or drag on the ground. Pants must be hemmed and not stapled, pinned, taped, or rubber banded.
3. Pants may not be excessively form fitting or a type of undergarment (ie. leggings) and may not be worn so as to expose undergarments.

Gang-Related Apparel

1. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
2. Gang-related apparel is not acceptable. If individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)
3. Because gang-related symbols are constantly changing, definitions of gang related apparel shall be reviewed at least once each year and updated whenever related information is received.
4. Principals or designated administrators will collaborate with Law Enforcement Agencies to update changes in gang-related apparel at the beginning of each year or as often as needed.

Clothing With Writing, Symbols, Pictures and Insignia

Articles of clothing, jewelry or personal effects (backpacks, binders, fanny packs, gym bags, buttons, water bottles etc.) are not allowed if those items contain writing, symbols, pictures or insignia that:

1. Display gang-related symbols;

2. Use profanity;
3. Display products or slogans which promote tobacco, alcohol, drugs, sex or weapons;
4. Substantially disrupt the educational process;
5. Are obscene, libelous or slanderous;
6. Create a clear and present danger of commission of unlawful acts, violation of school regulations, or injury to students, staff or community;
7. Violate state hate-crime laws.

Shoes/Sandals/Boots

All students must wear shoes. **Shoes that are considered to be slippers are not allowed at any grade level.** Students in grades K-6 will not be allowed to wear shoes that are considered to be slippers, thongs, zories, flip-flops, slides, or beachwear. All students in Grades K-6 must wear shoes with backstraps or heel straps.

All students are required to wear athletic shoes for physical education. Students in grades 7-12 will be required to wear closed toe shoes in labs and shop classes for safety purposes.

No hard-toed or steel-toed shoes/boots will be allowed. No combat, or military style boots will be allowed (with the exception made for students enrolled in the California Cadet Corps program).

Grooming

1. Hair which causes undue attention is not acceptable; i.e., unusual designs, colors, symbols, messages, mohawks, or “tails,” or unusual razor cuts. Hair must be of a natural hair color in appearance. No unnatural hair extensions and hair pieces (i.e., feathers, shining pieces). Complete razor shaving of the head is not allowed. Partial razor shaving of the head may only be one inch (1”) above the top of the ear.
2. Bangs or hairstyles must not obstruct nor interfere with vision of the student, or the ability of school officials to see both eyes of the individual.

Jewelry

1. Body piercing or studded/spiked jewelry are not allowed except for pierced earrings worn in the ears only. Open gauges or other piercings that protrude from the ear and present a safety hazard to the student are not allowed. Jewelry that is deemed to present a safety hazard is not allowed.

Shirts/Tops

1. Undershirts, tube tops or halter tops are not appropriate or acceptable. Undergarments must not be exposed.
2. Any apparel determined to be too revealing is not allowed. This includes shirts that are see-through, reveal bare midriffs or bare the lower back and/or upper back region (i.e., racerbacks or lace). Clothing that exposes cleavage is prohibited. Sleeveless shirts are not appropriate attire for male students.
3. “Spaghetti Strap” tops worn by females are not allowed.
4. Dresses or tops with straps less than **one inch** in width will not be allowed.

All Students:

1. Only school approved hats sold at the Student Store or provided by a school sanctioned club, team, or activity may be worn. Hats may not be altered or modified and must be worn forward. Only school approved hats shall be worn or visible at any time on campus or at any school event. (The term school is used to identify any school in the District.)
2. No head coverings are to be worn indoors, except for school sponsored athletic events.
3. Attire which may be used as a weapon may not be worn such as chains (e.g. wallet chains), items with spikes or studs (e.g. belts). Dog chains or collars are not permitted.
4. Clothes shall be sufficient to conceal undergarments at all times.
5. Any apparel determined to be too revealing or draw undue attention to itself (i.e. lettering on the backside of the pants) in style, fabric, or length is not acceptable. Pajamas are not to be worn at any time.
6. Bandannas or bandanna-patterned articles may not be worn, carried, or displayed.

Note: All clothing must be worn to the fullest function of the garment. Any clothing or tattoo which displays gang symbols, profanity or products and slogans which promote tobacco, alcohol, drugs, sex, violence, suicide, racism, or interferes with school work, creates disorder or disrupts the educational process is not allowed. Baggy or sagging clothing will not be allowed.

The dress code shall be in effect at all school-related activities both on and off campus, including activities such as dances, award ceremonies, athletic events, and field trips.

Exceptions to the dress code may be made for special days or special events as approved by the administration.

To comply with health and safety standards, no student is allowed to attend school or school functions barefooted. Frayed, torn, or garishly patched clothing is not appropriate. **Extreme fashions or appearances that are considered distracting to the educational process will not be allowed.**

Part of career planning is learning to dress appropriately for the job or for certain occasions. We realize that fashion dictates changes, but as with most things new, certain guidelines and limitations have to be set which are in the best interest of all students. The attitude of students is usually affected by what they wear, and what they wear affects the attitudes of those who see them.

According to California State Education Code 35183, the final decision of whether the student's appearance is acceptable, or not, is up to the school and its Governing Board.

The Dress Code will be reviewed annually in May by a committee of students, faculty, parents and administration, with a revised version being resubmitted to the Governing Board for use during the next school year.

Dress Code Discipline Policy

Students who are considered out of dress code are referred to the office. An administrator makes a determination whether or not the student is out of dress code. If the administrator determines that the student does not meet dress code regulations, the student may be temporarily removed from classes until dress code regulations are met. Repeat offenders will face disciplinary action which may include a referral, parent contact, detention, suspension, placement on a behavior contract, or transfer.

Schoolwide Discipline Policies

Cheating and Plagiarism

Cheating is, quite simply, not doing your own work but using a means to procure a grade anyway. Cheating can occur at any time or place and is limited to any item receiving points, credit, or grade in a Liberty High class.

First Offense: The teacher and parent **must** conference either on the phone or in person. The grade of "F" **must** be assigned for that work. A referral is written and the student will be assigned lunch campus beautification.

Second Offense: The student is placed on an Academic Probation/Contract, is suspended from school for two days, and is ineligible from all student activities (co- and extra-curricular) for 25 school days. If probation is violated, ineligibility shall be for the year. The parent must conference with the Principal/Designee and the appropriate teacher.

Third Offense: The student will be suspended from school for 5 days and placed on a Behavior Contract. If the offense has occurred three (3) times in the same course, the same semester, the student shall receive the semester grade of "F."

Fourth Offense: This and subsequent offenses within an academic year shall be grounds for suspension from school under 48900 (k) of the Education Code of the State of California and may result in transfer to Educational Options program.

Classroom Conduct

Classroom conduct is the responsibility of the individual teachers under the supervision of the administration. However, the following conditions are to be observed at all levels and at all times:

1. A student is to be in class on time and to remain in the classroom during the class period and must remain seated under the supervision of the instructor until released.
2. Students are not to eat or drink in the classroom during the regular class period. Exceptions to this rule are made with prior approval of the administration and when the class curriculum warrants it.
3. Students are to follow established classroom rules.
4. The rights of the individual student(s) and teacher(s) are to be respected at all times.

Classroom rules not specifically contained in this handbook are to be considered fully in effect when the following conditions are met:

1. The rules have been posted in the classroom and discussed with the class.
2. Each student in the class has been given a copy of the classroom rules to take home to his/her parent/guardian.
3. The classroom rules have been filed with the principal and vice principal.

The recommendation is for teachers to implement, but not limit themselves, to the following: Restroom use policy, Teacher/student conference, Teacher/student/parent conference(s) or contact Detention, Behavior Contract, Class suspension of students

Note: The teacher is required to hold a parent conference with the student and a site administrator present when a student has been class suspended.

Community Service

For students not suspended or recommended for expulsion, the principal of the school, the Learning Director, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds during non-school hours. "Community Service" may include, but is not limited to: work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. (Refer to Ed Code 48900.6)

Computer Vandalism/On-Line Access

When a student's action results in damage to computer equipment, **all costs incurred for repair, including the cost of a service call, will be the responsibility of the student.** The student may receive a referral, parent conference, suspension, transfer, or expulsion.

If a student is in a file or part of a program he/she doesn't belong, the student may receive a referral, two day class suspension, parent conference, a "F" grade in the class, a transfer from the class, suspension, transfer, or expulsion or any combination thereof. If the above action results in a service call, and the technician can directly connect the repair to the student's actions, **the cost of the service will be incurred by the student.**

Golden Valley Unified School District provides on-line access, including Internet access, for students for the purposes of information retrieval or exchange and communication (e-mail). Access is granted only for those engaged in valid school projects under the direction and supervision of district personnel. Computer on-line access through GVUSD, including access to the Internet and e-mail, is a privilege dependent upon responsible on-line behavior on the part of the student, **and requires written consent by the parent/guardian of the student.** Any violation by a student of any provision of the Acceptable Use Agreement may result in the immediate revocation of the computer on-line access privileges for a period of time to be specified by the school principal/designee, including permanent revocation.

Contracts (Academic and Behavior)

A student behavior contract is an agreement in writing to show details mutually understood about expected behavior. Each student will be held accountable for a behavior contract and the parents/guardians will be informed as to both contents and consequences. Teachers may issue behavior or performance agreements within their respective classes as part of the normal instructional process with notification to the administration. Contracts may also be issued for attendance/discipline purposes.

False Information

Students who give false identification or false information are subject to a referral, parent conference and possible disciplinary actions.

Forgery

Forging notes, signatures, excuses, or other school documents subjects the student to a referral, parent conference and Behavior or Academic Contract, and possible restriction of privileges, suspension, transfer, or expulsion.

Fraud

A student using another person's ID card, lunch pass, or restroom pass is considered fraud and is subject to a referral, parent conference and contract, and possible restriction of privilege, suspension, transfer, or expulsion.

Gambling

Gambling on the school campus subjects the student to a referral, parent conference, and possible restriction of privileges, suspension, transfer, or expulsion.

Harassment, Threats, Intimidation, and Bullying

Students that intentionally engage in harassment, threats, or intimidation, directed against a pupil or staff member, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment will be subject to suspension and/or recommended for expulsion. (See Suspensions) Threats that are verbal, written, or transmitted by E-mail may be reported to the police. (Refer to Ed Code 48900.4)

Anti Bullying

The Governing Board affirms the right of every student to be educated in a safe environment. The Board prohibits student conduct that intentionally instills fear in students through bullying tactics.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Bullying behavior includes, but is not limited to, threats, teasing and taunting by asserting power through physical or verbal aggression. Bullying may also be direct or indirect, such as gossip or exclusion. A student who engages in bullying behavior and establishes dominance over another student usually causes the victim to become increasingly distressed and fearful.

Bullying tactics may result in destructive behavior in the victim, including but not limited to, violent reaction, retaliation or random acts of outward aggression. Students that are the subject of threats and intimidation may also experience negative self-image, lack of confidence and potentially long-term psychological damage.

Students from special populations are at a higher risk for being victimized. The harsh and alarmingly frequency of student discrimination, harassment, and physical abuse based solely on physical, developmental and behavioral disability as well as sexual orientation or perceived sexual orientation is a serious and growing problem.

The Superintendent or designee shall ensure that staff receives training to recognize bullying behavior and methods for handling such behavior in appropriate ways. Staff training will include student behavior indicators for the general student population as well as for developmentally disabled students.

The district shall provide age and developmentally appropriate research-based prevention education of the impact of bullying behavior and the importance of reporting such incidents.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Board recognizes that students with developmental, physical, and behavioral disabilities are at high risk of physical and sexual abuse. Procedures established by the Superintendent or designee require the reporting of known and suspected incidents of bullying and shall account for the student's actual or perceived sex, gender, color, race, ethnic group identification, religion, national origin and physical or developmental disability, age or sexual orientation.

Any student who feels that he/she is the victim of bullying behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When appropriate, the district shall provide counseling and sensitivity training for students who engage in bullying behavior. The district may also provide counseling, guidance and support, as necessary, to those students who are the victims of bullying behavior.

(cf. 6164.2 - Guidance/Counseling Services)

Staff who receive notice of bullying behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students engaging in bullying behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension - Students and Expulsion/Due Process (Students with Disabilities))

At the beginning of each school year, students and staff shall receive a copy of the district's policy on bullying behavior.

Legal Reference:

EDUCATION CODE

200-262 Prohibition of discrimination on the basis of sex, legislative findings and declarations

48900.3 Suspension for hate violence

PENAL CODE

186.21 Street terrorism; legislative findings and declarations

422.6-422.95 Civil Rights

11410-11414 Terrorism

13023 Reports by law enforcement of crimes motivated by race, ethnicity, religion, sexual orientation or physical or mental disability

13519.6 Hate Crimes, training courses and guidelines

UNITED STATES CODE, Title 18

245 Federally protected activities

Management Resources:

Action Against Bullying: A Support Pack for Schools (1992), The Scottish Council for Research in Education, www.scre.ac.uk.

One Incident is Too Many: Policy Guidelines for Safe Schools (1994), Loraine Thompson, www.ssta.sk.ca.

Bullying and Victimization: The Problems and Solutions for School-Aged Children (1997), National Crime Prevention Centre, www.crime-prevention.org

Bullying at School: Advice for Families (1997), The Scottish Council of Research in Education, www.scre.ac.uk

A Policy on Bullying and Put-Downs (2000), Barry K. Weinhold, Ph.D., www.weinholds.org

ADOPTED: 12/12/06

Hazing

Hazing is prohibited. Any violations may result in a referral, parent conference, restriction of privileges, suspension, transfer, expulsion, and/or arrest. (Refer to Ed Code 32051-32053).

Keys (Illegal Use or Duplication)

Illegal possession of keys to school buildings or premises, unauthorized use of keys to school buildings or premises, or knowingly duplicating keys to school buildings or premises, subjects student to appropriate disciplinary action which shall include counseling and a parent conference and may result in a referral, suspension, transfer, expulsion, and/or arrest.

Loitering

In accordance with the laws of California and the Penal Code, no person shall be on school premises or adjacent areas, except as a properly enrolled student or upon lawful business, unless he/she has first presented himself/herself to the administration office. Lawful business shall not include being upon school property for any of the following purposes except on specific approval of the school administration: Conversation, contact, solicitation, or any other association by a non-student with students, faculty, or administrators during regular school hours or at school-sponsored events not open to the general public. "Non-student" shall mean any person, minor or adult, not regularly enrolled in day classes on the school property upon which he/she is present. A person who fails to leave on request of school personnel is subject to arrest (Penal Code 653 sec. g).

Rest Rooms

Gathering around the rest room areas (either in the rest rooms or near the rest room entrances), blocking free access to, or use of, school rest rooms will be in violation of district rules and regulations. Such students will be subject to a referral, parent conference and possible suspension, transfer, or expulsion.

Searches

The site administrator /designee has the authority to conduct a search. The scope of a search may include a student's person and areas over which he/she has control, including, but not limited to, any locker assigned to the student by the school, and the student's vehicle.

Stealing and Theft

Students stealing school or personal property while under the jurisdiction of the school shall be subject to a referral, parent conference, contract, and possible suspension, transfer, expulsion, and/or arrest. The parent/guardian and student will be responsible for restitution of item(s) stolen and for any reward payment offered.

Trespassing or Forced Entry

Trespassing or forced entry with respect to school buildings or school events is prohibited. Any violation by a student shall result in a suspension pending further action including but not limited to expulsion and criminal prosecution. (Refer to Penal Code 626.8 and Penal Code 459)

Vandalism

Acts of vandalism (defacing or damaging school or private property) may result in immediate suspension pending an investigation. The case may then be referred to the district administration for expulsion proceedings before the Board of Trustees.

SECTION 5: SCHOOL POLICIES

Students are expected to assume the responsibilities listed below:

- 1. Attend class regularly.**
- 2. Be in the assigned seat with all necessary materials when the tardy bell rings.**
- 3. Treat every student and teacher with respect.**
- 4. Follow the specific rules in each class.**
- 5. Have pride and help maintain all school buildings and all school equipment and materials.**

Parents/Visitors on Campus

Parents and all non-student visitors must obtain a visitors pass in the office before entering the campus. All visitor passes must be approved by administration. All visitors should be dressed appropriately for the school environment.

Address Change

If at any time during the school year, it becomes necessary for a parent/guardian to change his/her home/ mailing address or phone number, please report the change to the Registrar immediately.

Appeals

The student and the student's parent/guardian have the right to appeal the decision of any site employee to the site administration (e.g., grades, disciplinary action, financial obligation, activities, etc.) after a meeting has taken place between the parent/guardian and employee. The student and the student's parent/guardian have the right to appeal the decision of the site administration at the Golden Valley Unified School District office.

Students may also apply for an Activity Appeal. Students are allowed a one-time Activity Appeal per school year. This can be used for any school activity except sports and off-campus lunch pass. Back-to-back appeals will not be allowed. Any students seeking an appeal must be passing 4 classes.

Cell Phone / Electronic Devices

Students may carry personal electronic signaling devices, including, but not limited to, pagers and cellular phones, which may be carried by students but must be turned off and properly stowed (pocket, purse, or backpack) while on school campus at all times during the instructional day. Exceptions will be made when a licensed physician or surgeon determines that a cell phone is essential for health-related purposes. Cell phones may be used by students before and after school. Cell phones may also be used by students at school-related events, providing they follow the above restrictions and are not disruptive. Cell phone calls and/or text messaging is prohibited during the school day. Tutorial is considered to be part of the school day and cell phones may not be used during tutorial. Should a student need to make an emergency phone call from their cell phone at anytime during the school day, they are to report to the office, explain the need, and if given approval, they will be allowed to use their cell phone.

The District does not take responsibility for lost, misplaced, or stolen cell phones or other devices. Students and parents are solely responsible for the phones.

All other electronic devices (gaming systems, CD players, MP3 players, etc.) are not allowed on campus at any time. These items will be confiscated and returned only to parents.

Daily Bulletin

The daily bulletin will be read during the third period of the day and should be posted in the front office. It is the student's responsibility to know the information in the bulletin.

Dances

School dances are organized by the students and the various clubs on campus. All dances are for the benefit and enjoyment of Liberty High School students. In order to provide for students' safety and enjoyment, the following rules, regulations and procedures will be enforced:

1. A student **MUST** show his/her I.D. card to be allowed entrance into the dance. This is done to assure that all students attending the dance are legally enrolled at Liberty High School.
2. Once a student enters the dance, he/she must remain in the building. If a student leaves the building, he/she may not return for the rest of the dance.
3. All school rules and regulations will apply at all dances.
4. Attire must be appropriate to the dance setting. The school dress code will apply.
5. All School dances will end by 11:00 p.m. unless otherwise announced.
6. All Students will dance and behave appropriately. Failure to do so may result in removal from the dance and additional consequences.

Dance Guest Passes

Liberty High School students may bring one (1) guest to each of the following dances: Winter Formal, Junior/Senior Prom, and Sadie Hawkins. All other school dances are for Liberty High School students only. Guest passes may be obtained from the administration office; all completed guest passes must be turned in to the administration office no later than the end of the school day on the Wednesday prior to the dance. All guests must be accompanied by their host and have a ticket. All guests need administrative approval prior to purchasing a ticket. All guests must be at least ninth grade students and no guest may be over the age of 19 or more than one year removed from high school. A minor student bringing a non-student guest over 18 years of age is required to have a parent signature on the guest pass signifying the parent's approval of their guest. The guest pass must be presented at the door by the student and guest. *Administration reserves the right to deny a guest pass.

Evacuation / Fire Drill

Evacuation drills and school alert drills, including fire drills, are conducted periodically to ensure the safety of students and staff in case of disaster. Students are expected to follow the direction of any staff member without question or delay.

Jurisdiction of School

Students are under the jurisdiction of the school for disciplinary purposes: (1) while on school grounds; (2) while going to or coming from school; (3) during the lunch period, whether on or off campus; (4) during, or while going to or coming from a school-sponsored activity. Students who violate district discipline policy at these times are subject to the stated disciplinary alternatives including but not limited to suspension and expulsion. (Ed Code 48900) Such jurisdiction does not make the district board, certificated personnel, or classified personnel liable for student actions.

Medication at School

California state law requires that no medication, neither prescription nor over-the-counter, may be administered at school by staff or student without written instructions from the doctor. The doctor's instructions must include the name of the medication, dosage, and schedule of medication. Also, parent permission must be given in writing. Only medication in their original containers will be accepted by school administration.

Messages

Messages and deliveries, i.e. gifts, balloon bouquets, etc., for students will not be accepted during instructional minutes unless the Principal/designee deems it an emergency. Any delivered items will be kept in the front office until the end of the school day.

Overnight and Field Trips

Students must follow the guidelines of the Parent/Student Handbook while on a school sponsored trip. On overnight field trips, students may not be in the rooms of students of the opposite sex. The **only** exception will be when there is an advisor, chaperone, or administrator in the room. Violation of this rule will result in a referral being written by the advisor. Consequences may be a behavior contract for the remainder of school year and a restriction of privileges and suspension. Any violation of Ed Code 48900 may result in a parent being required to pick up a student.

PE Lockers

PE locker combinations are not to be shared with other students, as Liberty High School does not assume responsibility for the items contained within. Items of value should not be stored in lockers. Lockers must be cleared of all their contents by the last day of school. Lockers are the property of Golden Valley Unified School District and Liberty High School. Both entities reserve the right to search any and all lockers when deemed appropriate and/or necessary by district personnel.

Records and Referrals

Proper written records, protected in accordance with the Family Educational and Privacy Acts of 1974, will be maintained on all students involved in disciplinary actions and procedures. These notes and summaries that complete the documentation shall be finished, using appropriate district forms, immediately after an incident has occurred and placed in the student's confidential file.

Student Expression

Student expression that materially disrupts class work, causes disorder, or invades the rights of others is prohibited. The use of slanderous and obscene language, buttons, badges, or insignia shall result in counseling and may result in parent conference, referral, contract, suspension, transfer, expulsion, or arrest.

Vehicles on Campus

If you drive a car, you must obey all state vehicle code regulations. The speed limit on campus is 5 m.p.h. Going to your vehicle in the parking lot is off-limits during class time. You may go to your car only with permission from the office. Improper use of a vehicle at any time on or around the campus will necessitate disciplinary action or referral to the Sheriff's Department (C.V.C. 21113). The same laws and regulations cover Liberty High School's parking lot as any public parking facility. All parking areas will be monitored both by school personnel and by the sheriff's department. Drivers must park correctly in designated parking spaces, one car to one space. Handicapped parking space requires a handicap permit. Violators will be cited. The district is not liable for loss or damage to vehicles or their contents while in the parking lot. The Sheriff's Department is invited to patrol the parking lot regularly. All codes, laws, rules, and statutes regarding parking are fully in effect.

Student Parking

All students and staff members must post a valid Parking Permit in their vehicle. The Parking Permit Request Form is required in order to obtain a Parking Permit. Permits may be obtained from the ASB at no charge. If you need to replace your permit, there will be a \$2 fee. The Liberty Finance Office will be processing Parking Permits.

All students must park in the Student Parking Lot unless specific permission to park elsewhere is given. Any student who is found to be parking in areas other than the Student Parking Lot or fails to display a parking permit in their car will be subject to the following consequences:

1. First offense – Five (5) days lunch Campus Beautification
2. Second offense – Revocation of parking permit and a tow warning will be given
3. Further offenses – Suspension and car will be towed (Vehicle Code 21113)

It is the student's responsibility to update parking permit information. It is also the student's responsibility to secure their vehicles. DO NOT leave valuables in car. The school is not responsible for items lost or stolen while vehicle is parked on school campus.

Students must possess and show a valid California Driver's License to be issued a Parking Permit.

SECTION 6: DISTRICT POLICIES

All District Policies and Administrative Regulations are available upon request. Some of these Policies are provided in this Handbook.

Bus Conduct

Students transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation in accordance with regulations of the governing board of the district. The driver of any school bus shall be held responsible for the orderly conduct of students transported. At the discretion of the bus driver, a student may be given a warning or he/she may be suspended from riding the bus. If the student is suspended, the parent/guardian is responsible for seeing that the student gets to and from school. The following rules will be enforced:

1. Riders should arrive at the bus stop on time, but not too early.
2. Riders should stand in a safe place and wait quietly for the bus.
3. Riders should enter the bus in an orderly manner and take their seats.
4. Riders should stay in their seats until time to leave the bus.
5. Riders should be courteous to the driver and to fellow passengers.
6. There should be no noise or behavior that will distract the driver's attention from driving. This means no loud talking, laughing, yelling, singing, or whistling.
7. No part of the body, hands, arms, or head should be put out of the window.
8. Nothing should be thrown from the bus.
9. There shall be no tampering with the bus or bus equipment.
10. All students shall sit facing the front of the bus.
11. Students shall not eat on the bus.
12. Students shall not leave debris of any kind on the bus.
13. Students shall not smoke or light matches on the bus.
14. No animal or insect will be allowed on the bus.
15. Riders shall help keep the bus and the area around the bus stop clean and show respect for the property of other people.
16. Students shall not cross a street or a highway to the rear of the bus.
17. Riders should be alert for traffic when leaving the bus.
18. There shall be immediate suspension for fighting.
19. Students must have a note from parent/guardian to get off the bus at other than their designated stop.

Nondiscrimination

The District prohibits discrimination based on race, color or national origin, actual or perceived sex, ethnic group identification, religion, mental or physical disability, or sexual orientation. The District's Governing Board has primary responsibility for ensuring that district programs and activities are free from discrimination based on such unlawful basis.

Complaints

Most complaints are resolved informally with the assistance of school site personnel. If this is not possible, or if parents/guardians choose to file a formal complaint, the District's complaint procedure processes will be followed.

Complaints regarding an alleged violation of the Williams Act will be investigated and resolved in accordance with the Uniform Complaint Procedure; District Board Policy and Administrative Regulation No. 1312.4. Complaints regarding an alleged violation within the District concerning categorical educational programs, including allegations of unlawful discrimination and sexual harassment, will be investigated and resolved in accordance with the Uniform Complaint Procedure; District Board Policy and Administrative Regulation No. 1312.3. Complaints regarding an issue with curriculum can be addressed by contacting the District Compliance Officer as per District Board Policy and Administrative Regulation No. 1312.2. All written complaints shall be submitted to:

District's Compliance Officer
Mr. Andrew G. Alvarado
37479 Avenue 12
Madera, CA 93636

Complaints concerning employees of the District shall be resolved and investigated through the District's procedures set forth in Board Policy and Administrative Regulation No. 1312.1. Written complaints shall be submitted to the employee's immediate supervisor.

No Child Left Behind (NCLB)

Highly Qualified Teachers

Parents/guardians may request, and the District will provide, information regarding the professional qualifications of the student's classroom teacher, as well as the qualifications of any paraprofessionals in the classroom.

Parents will be notified when their child has been assigned to a teacher who does not meet the qualifications of a highly qualified teacher or when the child has been taught for 4 or more consecutive weeks by a teacher who does not meet the highly qualified requirements.

School Accountability Report Card (SARC).

The District will provide a SARC annually. The purpose of the report card is to provide parents and the community with important information about each public school. In addition, NCLB requires that SARCs contain reports concerning the "adequate yearly progress" of students in achieving state academic achievement standards; Title 1 Program Improvement; graduation rates at the secondary level; the extent to which "highly qualified" teachers are teaching core academic subjects, and other information relating to the State's settlement of the *Williams* Case, including, (1) any needed maintenance to ensure "good repair" of school facilities, (2) the number of teacher "misassignments" and "vacant teacher positions," and (3) the availability of "sufficient textbooks and other instructional materials."

Parents may obtain a copy of the District's SARC by logging on to the district web site at www.gvusd.k12.ca.us, or by contacting the school site secretary.