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# **LIVE OAK HIGH SCHOOL**

*Parent / Student Handbook*

*2023-2024*

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## **GENERAL INFORMATION**

### **Responsibilities & Expectations**

#### **Students**

- Show respect for teachers, staff, and other students
- Any behavior that disrupts instruction is inappropriate
- Come to class prepared and stay on task for the duration of the period
- Comply with classroom rules as set by each teacher
- Work with the classroom teacher to improve behavior, and if that fails, expect to be referred to administration or counseling for appropriate intervention and/or consequences.

#### **Parents/Guardians**

- Take a sincere interest in your student and his/her progress
- Give full support to the teacher and other staff working with your student
- Require your student to attend every day, unless ill
- Notify the school office when your student cannot attend
- Participate in conferences and meetings at school regarding your student; read reports and notices sent to you, and reply promptly when requested
- Know the school rules and expectations
- Accept responsibility for any acts of misbehavior by your child, which include paying for property damaged, lost, destroyed, or otherwise not returned
- Contact the classroom teacher directly regarding questions or concerns; reach out to the school office if your concern has not been addressed

#### **Staff**

- Respect the dignity of each individual student by being professional, mature, and maintaining self control
- Maintain a positive image for students
- Work to proactively problem solve issues with students and families
- Be responsive to student and parent questions or concerns

### **School Registration & Withdrawal**

#### **First Time Registrants**

Students new to Live Oak Unified School District must complete a physical registration packet and provide required documentation. Parents/guardians may pick up registration packets in the counseling office.

#### **Continuing Registrants**

Students that have attended and promoted from 8th grade at an LOUSD school are automatically pre registered at Live Oak High School. Students that have been approved to transfer from an LOUSD alternative program to Live Oak High School will have their registration information transferred to LOHS. It is the responsibility of the parent/guardian to complete the registration process annually through the Aeries Parent Portal.

#### **Withdrawal From School**

A parent/guardian may withdraw a student from school after meeting with the school counselor, signing a withdrawal form, and indicating the next school of attendance. All school issued property must be returned and/or all fines paid upon withdrawal.

#### **Bikes, Skateboards, Etc.**

Bikes, skateboards, scooters, and rollerblades are not allowed to be used on campus. Items are to be locked in the racks at the front of the school during the school day. Students must provide their own locks.

### **Bulletin**

A daily bulletin is read aloud at the start of first period and posted on the school website.

### **Cafeteria**

All students are eligible to receive one free breakfast and one free lunch daily, and will be required to enter their individual lunch number when getting a meal. Students may choose to receive their free breakfast before school or at the nutrition break. Students eating breakfast at both times will be charged for the second meal. Students will be notified and parents contacted regarding meal charges by written notice and/or phone calls.

### **Computer Use**

Students are issued a chromebook, have access to chromebooks in classrooms, computers in computer labs, and other technology at the school site. Students who damage, deface, or otherwise destroy school property will be fined. Students and their parents/guardians are financially liable for any damages to equipment caused by deliberate misuse.

Students are also issued a school email address to access an individual Google for Education account. Anything within this account, or communicated through the student's login, is subject to be viewed by school administration or their designees, and the student held accountable for the information contained therein. Furthermore, account monitoring software may be used for student safety as provided for by the school district.

Students are to use their logins for educational purposes only, and may not share their login information with others.

Students may not use school devices or their school logins for gaming purposes or for social media.

Students may not process, possess, or download any files capable of defeating or bypassing a security system, including a VPN.

Students may not access or transmit inappropriate content on the internet or from any other source. Furthermore, the viewing or sharing of information that is offensive, pornographic, or otherwise educationally inappropriate is prohibited. This includes, but is not limited to, content that is dangerous, obscene, threatening, harassing, contains hate speech, or is deemed racist or sexist. Cyber bullying is strictly prohibited.

Violations of the computer use policy may result in disciplinary action, and can result in a referral to law enforcement.

### **Deliveries**

The school will not accept food deliveries from restaurants or third parties (Door Dash, etc.) Students will not be called out of class to receive food items or other items dropped off for them by parents, etc. Students can pick these items up during the passing period, at break, lunch, or after school.

### **Drills**

School safety drills are held in accordance with LOUSD policy and as required by law. District safety information can be found at [lousd.k12.ca.us](http://lousd.k12.ca.us).

## **Electronic Devices**

Cellular phones, music devices, and airpods/earbuds/headphones must be put away and turned off during class. Teachers may allow the use of these devices for specific educational purposes at their discretion. Teachers may take devices away for the class period, assign detention for unauthorized use, turn the device into the office, and/or refer students to the office. Devices turned into the office will be kept for the school day or the next full school day; phones will not be kept in the office overnight. School staff are not responsible for lost/stolen items. Students with repeated electronics violations are subject to further disciplinary action.

Students may use the phone in the attendance office with the permission of school personnel if it is necessary to reach a parent or guardian during the school day.

## **Field Trips**

Students must have a complete district approved permission slip that is signed by a parent/guardian in order to be eligible to attend a field trip. Under no circumstances is the student or another family member able to sign, unless the student is 18. Students must also meet GPA requirements to participate in a trip that occurs during any part of any school day. See the Athletics & Activities section for required GPA information.

## **Immunizations**

Students must have the proper immunizations before being allowed entrance into school and may be excluded from school until they have received the required immunizations, as provided for by law.

## **Issuance of Materials & Equipment**

Students are responsible for the care and return of school items checked out to them, including but not limited to textbooks, chromebooks, class equipment, sports uniforms and other materials or supplies. Students must turn these items in at the end of enrollment in the course, season of sport, or school year. Parents and students will be held financially responsible for items lost, stolen, destroyed, damaged beyond use, or otherwise not returned. Students who have an outstanding balance at the end of the year must clear the fine before being eligible for certain privileges. Seniors must pay all fines before they will be cleared to participate in the graduation ceremony.

## **Lost & Found**

Found items can be retrieved from the office. Items not picked up will be periodically donated or discarded.

## **Lockers**

Students will be issued a locker at the start of the school year for the convenience of storing belongings during the school day. Students and parents understand that:

- Students must keep lockers locked during the day with the school issued lock
- Students may not share lockers, share locker combinations, add stickers to, write on, or deface lockers
- Students may not store valuables in lockers because LOHS is not responsible for lost or stolen items
- Students are responsible for any item in their assigned locker
- Lockers may be opened and/or searched by school personnel at any time
- Students will be fined for lost locks

## **Medications (Education Code 49423)**

*\*Full text of the California Education Code 49423 is available at [leginfo.legislature.ca.gov](http://leginfo.legislature.ca.gov)*

Medication cannot be given to a student during school by the school nurse or designated school personnel unless the school has on file written instruction and consent from both the physician and parent. If it is necessary for medication to be given during school hours, authorization forms can be obtained from the office.

All medications must be in their original containers and must be kept in the office – including over-the-counter medicines. Students will face disciplinary action for carrying and/or dispensing medications to themselves or others.

Asthma inhalers and bee-sting kits cannot be carried by a student at school without the medical authorization form on file in the office.

### **Media Release**

Parents/guardians who do not want his/her child's image used in official school publications must notify the vice principal in writing by September 1 of each school year. Such publications include, but are not limited to, the school yearbook, website, marquees, and site and district newsletters. For students who enroll after September 1, notification must be received within 15 days of enrollment.

### **Student Relations**

The only acceptable form of physical contact between students on campus is hand holding and brief hugs. All other forms of physical contact are cause for parent contact and may be subject to further disciplinary action.

### **Vehicle Regulations & Parking Rules**

Pursuant to California Vehicle Code Section 21113 (A), vehicles are subject to search. By entering the school parking area, the person driving any vehicle is deemed to consent to complete search of the vehicle, all its compartments and contents by school officials or law enforcement personnel for any reason whatsoever. This notice applies to all vehicles of any type and is in force 24 hours per day.

Students may drive vehicles to school and park in the school parking lot once they have submitted a completed parking permit application, provided their valid California Driver's License and proof of insurance. The following parking lot rules apply:

- 10 mph speed limit in the parking lot
- No "cruising" in the parking lot
- Park in designated student parking areas east of campus; the front loop is off limits for students
- Motorcycle licenses and helmets required; no passengers allowed on motorcycles
- No riding in or transporting others in truck beds, or other areas not legally permitted for passengers
- No being in or going to vehicles during the school day
- Students are responsible for the items in their vehicles
- LOHS is not responsible for lost or stolen items; vehicles should be locked when unattended
- LOHS is not responsible for vehicle damage incurred in the parking lot

Students parked in no parking zones may be towed; the student and parent/guardian is responsible for any fees incurred from towing. Students violating vehicle and parking rules are subject to disciplinary action and loss of parking privileges.

### **Visitors**

All visitors are required to have advance permission from administration to visit campus. Visitors must sign in at the main office and request a visitor pass. No student visitors are allowed to attend LOHS campuses. Former students must follow the visitor procedure, including having made an appointment in advance to visit campus.

### **Work Permits**

Students must have a valid work permit, issued from the counseling office, to work before or after school. Students must maintain a 2.0 GPA to retain a permit, and permits may be revoked due to failing grades or poor attendance.

## **ACADEMICS**

### **Class Change Requests**

Students may request class changes during the first week of each semester. Students are not guaranteed these requests will be granted. Priority is given to students changing classes to meet graduation or A-G requirements, and to those who have met exit criteria of special programs.

If a class change is needed after the first week of the semester due to unusual or extenuating circumstances, the student must meet with the counselor to request the change or the parent/guardian may contact the counselor. All late changes must be approved by administration, and are not guaranteed.

### **Finals**

Students complete final exams, benchmark exams, and/or final projects at the end of each semester. An alternate schedule is used to allow more time for each final assignment. These assignments may have significant impact on a student's final grade as well as their placement in future courses. Finals are not given early. Please plan vacations and trips accordingly.

### **Graduation Information**

#### **Graduation Requirements to Earn a Diploma (Board Policy 6146.1\*)**

*\*Full text of board policy is available at [lousd.k12.ca.us](http://lousd.k12.ca.us)*

1. Earn two hundred sixty (260) units. The required subjects are listed in section 3. The remainder may be additional required subjects or electives.
2. Classes that meet 5 periods per week earn 5 units. Students who transfer will have units prorated by individual counseling.
3. Completion of the following is required:
  - a. Successfully complete Senior Board Presentation of the Senior Project
  - b. 40 units of English with requirements established at each grade level
  - c. 30 units of social science, including World History, American History, American Government and Economics
  - d. 20 units of mathematics, including the completion of Integrated Math 1
  - e. 20 units of science, of which 10 are physical and 10 are biological sciences
  - f. 20 units of physical education
  - g. 10 units of visual and performing arts, foreign language, or career technical education
  - h. 10 units of State Requirements
  - i. Beginning in 2029-2030, one semester of Ethnic Studies
4. Attend eight semesters, unless early graduation is approved by the site Principal

#### **Graduation Requirements to Participate in the Ceremony**

A senior may not participate in the graduation ceremonies if he/she:

1. Has not fulfilled the requirements to earn a diploma
2. Has not completed all make up units prior to May 15
3. Has received 3 or more unexcused absences during P6 of the senior year (including suspensions)\*
4. Has not completed final assignments, final exams, turned in all books, and paid all fines due
5. Has not maintained 85% attendance during the school year. ALL absences, except verified school activity absences, count against attendance\*
6. Has been suspended by administration more than once during the last semester of the senior year
7. Has been suspended for disciplinary reasons during the senior trip
8. Has not completed all disciplinary consequences (suspension, detention, OCA, restricted lunch, etc.)

\*Due to a student's extenuating circumstances, the attendance requirement for participation in the ceremony may be waived by the site principal. These appeals are considered on a case by case basis.

### **Seniors In Danger of Failing**

Failing seniors and parent/s will be notified by progress report at the end of P1, P2, P4, P5 and at the end of each semester. Notices may also be sent at any other time that a senior appears to be failing. The parent will also be notified by a telephone call, if possible. There will be a semester conference with the senior involved, parent, and counselor to establish graduation contracts for credit deficiency.

Students failing a class in the senior year may take that class in the next scheduled summer school and, if passed, receive their diploma immediately.

### **Early Graduation**

Students become eligible for early graduation upon completing the seventh semester of resident attendance at Live Oak High School in addition to the following criteria:

- Submitted a petition for early graduation to the principal of the high school by the first Monday in December of the year prior to the intended year of graduation (i.e. during the fifth semester of resident attendance). The principal has reviewed the request and approved or denied the petition.
- Upon entering the seventh semester of high school, the student has acquired 225 units.

Upon completion of the above requirements and upon recommendation of the principal, the Board may grant the student a diploma. Students graduating early will be allowed to participate in the spring graduating ceremonies if the principal is given 30 days advance notice of intent. Students wanting to participate in the end-of-the year Senior activities must meet with administration for permission.

### **California Equivalency Diploma**

Students may receive a California Equivalency Diploma by passing the California Proficiency Examination under the provisions of the California Education Code.

### **End of Year Activities**

Grad Walk Field Trip: graduating seniors will wear their caps and gowns and participate in a parade at Luther, Encinal, and/or Manzanita schools. All seniors participate unless the principal's office is notified otherwise in writing by a parent/guardian prior to the trip.

A senior who graduates early may participate in end of year activities if he/she petitions the principal 30 days prior to the events, follows all rules and guidelines, and participates in graduation practice.

Students not on track to graduate will not participate in end of year activities, including graduation, senior trip, and senior luncheon. A senior not participating in the graduation ceremony will not be able to pick up their cap, gown, diploma, and any other graduation items until the next regular business day after the ceremony.

### **Valedictorian/Salutatorian**

The academic counselor, principal, and/or vice principal will determine the class Valedictorian and Salutatorian based on academic GPA, overall GPA, and academic rigor. Only Live Oak High School courses will be considered in this calculation; community college units are not counted as part of the GPA or considered for academic rigor.



## **Teacher & Office Assistants**

Students in the junior or senior year with a previous semester GPA of 2.5 and meeting minimum requirements on standardized/benchmark testing are eligible for a Teacher's Assistant (TA) or Office Assistant (OA) period. TAs and OAs will earn a letter grade, are required to remain under the supervision of their teacher/secretary for the duration of the period each day, must be regular and punctual in attendance, and must work on tasks assigned to them by their supervisor. Students may have only one period as a TA, OA, or tutor, unless otherwise approved by administration. Teachers may have one TA per day unless otherwise approved by administration. A TA/OA position is a privilege, and a student not meeting expectations may be reassigned to a different class.

## **Unassigned Class Periods**

Seniors may take up to two unassigned class periods if (1) they have 10 or more credits above the minimum to graduate and (2) they have a cumulative and semester GPA of 2.50 or above. Students may have either periods 1 and 2 unassigned or periods 6 and 7; unassigned periods must be consecutive at either the start or end of the school day.

## **Alternative Academic Programs**

### **Home/Hospital Program**

Students with a medical condition which prevents them from attending LOHS for a designated period of time may qualify to receive instruction at home by a district teacher. The medical diagnosis must prevent the student from attending school for a minimum of two weeks and a note from a certified physician must be on file verifying the exact time period and specific reason the student requires home teaching. Contact the high school counselor for an appointment to discuss placement in this program.

### **Independent Study**

Full time Independent study is not offered through the high school program. Contact the high school counselor to make an appointment to discuss a referral to Live Oak Alternative School if this program is desired.

### **Short Term Independent Study**

Short term independent study (STIS) is available to students needing to miss school for a duration of 3 to 14 days. STIS may be requested twice per school year for a maximum of 14 cumulative days. Requests must be submitted on the STIS Form, available in the main office, three weeks in advance. Exceptions can be made in emergency situations at the discretion of administration. Assignments cannot be turned in late; no attendance credit will be given for missed assignments.

## **ATTENDANCE**

### **Excused & Unexcused Absences (Education Code 48250)\***

*\*Full text of the California Education Code 48250 is available at [leginfo.legislature.ca.gov](http://leginfo.legislature.ca.gov)*

#### **Excused Absences**

Absences may be excused due to the following:

1. Personal illness
2. Quarantine ordered by a county or city health officer
3. For the purpose of a medical, dental, optometrical or chiropractic appointment
4. For the purpose of attending a funeral of a member of their immediate family (see Personal Reasons)

#### **Personal Reason Absences**

Absences for reasons other than those listed as excused are considered personal. Students will be granted a maximum of 2 personal day absences per school year at administrative discretion.

## **Clearing Absences**

In the event of a student absence, it is the responsibility of the parent/guardian to clear the absence with the attendance office within three days. The attendance office is open daily from 7:30am-4:00pm. Absences can be cleared by the parent/guardian with a phone call, email, note, or visit to the office, explaining the reason for the absence and the date on which the absence occurred.

Parents may verify a student's illness of a 1-3 day duration. Upon the fourth consecutive day ill, a doctor's note is required to clear the absence. The same is true for requesting a temporary PE exemption for illness or injury. Furthermore, students with a cumulative fourteen (14) days ill in one school year are required to provide a doctor's note to clear each subsequent absence. In the event a parent/guardian cannot take the student to their doctor, they may visit the school nurse.

Doctor's notes are requested for all incidents when a student is absent for a medical appointment.

## **Assignments During Excused Absences**

Students are able to complete assignments for full credit for the days in which they have verified excused absences. The teacher shall determine the assignments that are reasonably equivalent to, but not necessarily identical to, any work assigned during the student's absence. The teacher shall set the time frame for completion of the missed work. Work assigned prior to the absence is due upon return for full credit; work assigned during the absence will be granted at minimum the number of days of excused absence for completion.

For multiple day illnesses, homework can be requested directly from classroom teachers. Students can check online for any posted assignments, and may also email teachers directly for assignments.

Early/late finals are not allowed.

## **Arriving Late / Leaving Early**

Students that arrive late are required to check in at the attendance office. Unexcused tardies may lead to disciplinary action. Tardies are considered excused/unexcused in the same manner as absences, and can be cleared by a parent/guardian in the same way and for the same reasons as all day absences.

Students 30 minutes late to any class period are considered absent from that class period.

Students leaving campus at any time during the school day, other than at lunch, are required to check out through the office and obtain an off campus pass. Students leaving without first coming to the office are subject to disciplinary action. Parents may call or visit the office to check their student out of school. Students will only be allowed to leave with individuals listed on their personal contact list.

## **Unexcused Absences**

Unexcused absences are any absences for reasons other than those listed as excused per California Education Code. Unexcused absences and tardies are considered trancies, and are subject to truancy proceedings.

## **Truancy**

### **Truancy Definition & Process**

Each person between the ages of 6 and 18 years is subject to compulsory full-time education per California Education Code 48200. *Full text of this code is available at [leginfo.legislature.ca.gov](http://leginfo.ca.gov).* Any student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day, on three occasions in one school year, shall be declared a truant.

- Upon being declared truant, the parent/guardian will be notified in writing
- Any student declared truant and is absent an additional day without valid excuse will be required to meet with school personnel, including administration and/or the Probation Truancy Officer. The parent/guardian will be notified of a meeting date in writing.
- Upon the third report of truancy, the student is considered a habitual truant and the parent/guardian will be notified in writing. This may result in a referral to the Sutter County School Attendance Review Board (SARB) and legally binding attendance contract. Violation of that contract would result in a citation forwarded to the Superior Court of Sutter County for judgment.

### **Cutting Class**

Students may not leave school unless they have parent and school personnel permission. A student is considered to have cut class if:

- He/she left school without the permission of a parent and school personnel
- He/she left class or the class area without teacher permission
- He/she is 30 minutes or more late to any class without a valid excuse

Students who cut class are subject to disciplinary action.

### **Tardy Policy**

A tardy is defined as a student who is late or unprepared for class; each classroom teacher determines what constitutes “tardy” in their class. Students may be marked tardy for leaving class to use the restroom or go to their locker as this is the purpose of the passing period.

Every third tardy in a class may result in a referral to the office at the teacher’s discretion. Discipline for tardy referrals is as follows:

- |  |   |
|--|---|
| ● 1st tardy referral = 3 days of detention | ● 4th tardy referral = 6 days of detention          |
| ● 2nd tardy referral = 4 days of detention | ● 5th tardy referral = 1 day OCA or Saturday School |
| ● 3rd tardy referral = 5 days of detention |   |

It is the responsibility of the student to notify his/her parent for assigned detention.

### **Passes**

Students are to remain in their assigned class for the duration of each class period unless an office pass is delivered to the classroom teacher, the office calls to have the student released from class, or the student has a pass from the teacher to leave class. Students are expected to promptly report to the office when requested, and return directly to class. Students outside of class without a pass are subject to disciplinary action.

## **ATHLETICS & ACTIVITIES**

### **Athletic Handbook**

Athletes and parents/guardians are expected to fully read and acquaint themselves with the Live Oak High School Athletic Handbook. The information included in this handbook does not cover all guidelines for athletes.

### **Academic Eligibility**

Students must maintain a 2.0 GPA each grading period to be eligible to be an officer of a class, club, or ASB, to participate in field trips during school hours, or to participate in athletic contests. Athletes are also required to meet CIF and athletic eligibility requirements as outlined in the Live Oak High School Athletic Handbook. GPA eligibility is determined the Monday after grades have been submitted to the counseling office.

Students not meeting the 2.0 GPA requirement may choose to use academic probation in order to run for an office, try out for a team, or to continue in their current position or on a team. Probation is allowed one time during high school, and is granted with the following conditions:

- The student was eligible in the grading period preceding the grading period of ineligibility
- The student is passing a minimum of 20 units
- The students is making minimum progress toward graduation
- Probation has not been previously used for any reason

### **Assemblies & Rallies**

Assemblies and rallies are held during the school day; as such, student attendance is required, and those leaving without checking out through the office are subject to disciplinary action for cutting class. Students participating in assemblies and rallies may not engage in high risk activities likely to lead to injury and are expected to clean up after activities. Anyone causing a disturbance or behaving inappropriately is subject to disciplinary action.

### **Code of Conduct**

Students who steal, damage, deface, or possess without the permission the property of others, of the school, or of other schools will be suspended for theft. This will make the student ineligible for that season of sport, to continue in a leadership role in an organization, or to participate in off campus field trips for the semester.

Students suspended from school for the use or possession of illegal drugs or controlled substances are ineligible to participate in any form of that athletic season or club/activity for the remainder of the semester. Furthermore, students are not eligible to return to participation until completing all required counseling.

### **Dances**

Dances are open to Live Oak High School students and their approved guests. Preparing or decorating for dances must be done outside of the regular school day. Sponsoring organizations are responsible for the cleanup at the end of the dance, including removal of decorations and returning borrowed equipment.

### **Guest Passes**

- Available in the office and are approved by the vice principal
- Must be submitted 24 hours prior to the dance or a the time set by administration
- Guests must attend a regular, comprehensive high school at the time of the dance
- Live Oak Alternative Students may attend LOHS dances with an approved guest pass
- The LOHS student must accompany their guest and assume responsibility for their guest's actions
- An LOHS student may bring only 1 guest
- Prom: Guests that are no longer in high school, but under 21, are allowed with an approved guest pass

### **Guidelines**

- Anyone causing a disturbance or engaging in questionable behavior will be asked to leave and may face disciplinary action
- Students are not allowed to leave a school dance and return; parent permission is required for students leaving early
- Only the band/DJ and one DJ assistant is allowed entry
- District employees will serve as chaperones
- A breathalyzer may be used by administration to screen dance attendees
- Persons under the influence or in possession of a controlled substance, alcohol, or nicotine will be detained and parents contacted. Students may be arrested by police. Disciplinary action will follow.

## **Fines**

Students must pay outstanding fines or make payment arrangements in order to be assigned a locker and receive a class schedule in the summer. Seniors must pay all fines in order to participate in the graduation ceremony. Athletes will not be eligible to continue into the next sport unless equipment/uniforms are returned or fines paid.

## **Insurance**

Parents have the option to purchase insurance for students to provide limited medical coverage in the event of an accident or injury that occurs at school. This is intended to be excess coverage, and may not cover the complete cost of medical treatment. All athletes and any groups supporting athletes must have medical insurance before they can be cleared for participation. Forms to purchase insurance are available in the office.

## **Transportation Policy**

Students will ride to all away school events in school/district provided transportation. Volunteer drivers driving LOUSD vehicles must submit a DMV Pull Notice, be cleared by the District Office, and follow all stated regulations. Volunteer drivers using private vehicles must submit an insurance policy verification annually; copies of new insurance cards must be submitted each time they are renewed. All transportation rosters must show which vehicle and driver is transporting each student.

A parent/guardian may request permission from the administration for the student to return from an away event as outlined in the Athletic Handbook.

## **BEHAVIOR EXPECTATIONS**

### **General Rules & Regulations**

Students are expected to attend school, follow behavior expectations, and successfully pursue a course of study. Parents/guardians are expected to require their student to attend school, work cooperatively with school staff in addressing behavior issues, and support their student's academic efforts. In addition, the following is expected of all students:

1. Comply with the authority of teachers and other authorized school personnel
2. Do not use, sell, distribute, or possess alcohol, tobacco, nicotine containing product, marijuana, or THC containing products on or near school property
3. Do not gamble, cheat, steal, use profanity, or engage in otherwise immoral behavior
4. Do not deface, damage, or destroy property that does not belong to you
5. Adhere to the LOUSD dress code described below
6. Adhere to school driving and parking regulations described below
7. Hold no membership in a fraternity, sorority or other secret society; clothing, tattoos, numbers, colors etc. that indicate participation in such a group are prohibited at school.
8. Follow school bus rules as described in the Parent Information Booklet (*available at [lousd.k12.ca.us](http://lousd.k12.ca.us)*)
9. Laser lights, radios, speakers, and electric sound devices are not allowed on campus, unless approved by administration or designee
10. Cell phone use is prohibited during class time, unless permission is specifically given by the teacher
11. Decorating/preparing for extracurricular activities must be done outside of the regular school day, unless part of a specific course (leadership, OA, TA, etc.)
12. Do not visit any other LOUSD campus during the regular school day without school permission. Do not bring any visitors onto the LOHS campus at any time without administrative approval
13. Students with unassigned periods may not be on campus during the unassigned times unless they have administrative approval

14. Do not bring large sums of money or valuables to school; the school is not responsible for lost or stolen items
15. Use only school issued locks on lockers. Do not put stickers on lockers. Use only your assigned locker
16. Do not skip a class to work in the career center, office, etc. as this is a cut

Students that do not adhere to behavior expectations may face disciplinary action. If students are not responsive to positive and/or corrective measures, the student may be denied school attendance for a period of time or indefinitely.

### **Dress & Grooming Code**

LOUSD board policy 5132 states students must clothe themselves in a manner that is acceptable to community standards as determined by school administration. The dress code is enforced district wide and at all school-sponsored activities unless advised otherwise. **If you are in doubt about the appropriateness of what you are wearing, do not wear it to school.**

### **Appropriate School Dress:**

- Does not contain crude or suggestive remarks/slogans
- Does not contain explicit or implied obscenities or profanities
- Does not contain gang symbols or imply gang affiliation
- Does not have pictures that display illegal substances, alcohol, drugs, tobacco, promotes the use of or endorses such products, or can be construed as vulgar or obscene (in any language). This includes brand names like *Cookies* and *Sierra Nevada Brewing*
- Does not have pictures that are sexually suggestive or depict violence.
- Does not include clothing that may be considered dangerous or that could be used as a weapon (i.e. chains, spikes, spurs, etc.)
- Does not include blankets

### **Pants and Shorts**

- Pants must be worn and remain at the waist. Undergarments must be covered. Pants may not drag on the ground to the point that a student may trip on them
- Pants, shorts, and skirts with holes and/or rips above the "fingertip" length when arms are fully extended are not permitted, unless a leggings is worn beneath that does not expose the skin
- Shorts, skirts, and dresses should be modest, fingertip length, and cover all undergarments
- Pajama bottoms or PJs are not allowed at school, except on designated dress up days

### **Shirts**

- All shirts must have two straps at least 1" in width and cover all undergarments completely
- Tops that are see through, expose the midriff, are low cut, backless, halter, or strapless are not allowed
- No cut out shirts, including muscle shirts
- All undergarments must be covered

### **Footwear**

- Footwear must be worn for health and safety reasons
- Shoes with wheels are not permitted
- During PE, tennis shoes must be worn
- Red and blue shoelaces are not permitted in grades 6-12

## **Belts & Buckles**

- Belts may not hang more than 3” from the appropriate belt loop and need to be tucked in at the loop
- Any color believed to represent gang affiliation, like red and blue, are prohibited
- Buckles should be of simple design and not have insignia believed to represent gang affiliation

## **Headware**

- Hats, caps, visors and beaning may be worn outside but require removed during school hours indoors
- Head coverings worn for religious or medical reasons may be worn at all times
- Hats with inappropriate messages will not be allowed
- Bandanas are not allowed

## **Bags & Backpacks**

- Bags, backpacks, etc. with the intent to be smell proof/odorless as indicated by the manufacturer are prohibited, included but not limited to *Cookies* brand bags.

Students violating the dress code are subject to disciplinary action, including being required to change or detention assigned. Those repeatedly defying the dress code are subject to disciplinary action for defiance.

## **Gang Clothing**

Clothing, jewelry, and/or accessories, by virtue of their color, arrangement, trademarks, or any other attribute, that denotes membership in or affiliation with any gang are not allowed. The following are prohibited:

- Hairnets, scarves, bandanas
- Red or blue shoelaces or belts
- Clothing that is all one color
- XIII, 13, XIV, 14, 530, 916, Thi22, North, Norte, Sur, Sureno, Norteno, N, S, Nebraska, Los Angeles, Homies, happy/sad/joker/clown, etc.
- Nazi symbols, White Power/Pride, Asian Power/Pride, Brown Power/Pride

Students dressing as though they are identifying with a gang will be referred to the office and the student:

- Will conference with administration and parent will be contacted
- May have their locker, backpack, etc. searched for gang affiliated references to validate concerns
- Will be asked to mix up the color of their clothing such that they wear the identified color no more than once per week.

Any student deemed to be involved with known gang activity/alignment will not be allowed to wear colors aligned with that gang for the remainder of the year. Violation will result in suspension/expulsion. A student referred twice for suspicion of representing gang affiliation will also be subject to the same discipline.

## **Disciplinary Consequences**

### **Referral**

A referral is a communication tool among staff, administration, and parents. School staff may complete referral forms to notify administration of a behavior issue or to assign a student detention. Administration will review the referral, meet with the student, and make a determination regarding disciplinary action, if needed. This is shared with the student, recorded on the referral, and a copy sent to both the referring school staff and parent. Referrals are sent to parents by mail.

### **Detention**

Detention is assigned for a variety of reasons, including tardies and classroom behavior. Students are responsible for notifying their parent of assigned detention.

Detention is held daily before school from 7:40-8:20 am. Students may work on assignments, read or study during detention. Cell phone use is not allowed. The detention day will not count for students that are excessively late. Students that continue to fail to attend detention will face further disciplinary action.

### **Lunch Detention & Restricted Lunch**

Lunch detention is assigned to students in special circumstances, including for students who have a zero period class. Lunch detention may not be requested simply because a student does not want to attend before school. Students assigned lunch detention may bring lunch from home or get lunch in the cafeteria. They are required to sit in a designated area for the duration of the lunch period.

Students serving restricted lunch may bring lunch from home, obtain a cafeteria lunch, or utilize the snack bar. Students on restricted lunch must stay within the cafeteria for the duration of the lunch period. Restricted lunch is assigned as a behavior contract consequence or at parent request.

Both students serving lunch detention and restricted lunch are dismissed five minutes before the end of the lunch period. Neither restricted lunch nor lunch detention will be held on minimum days.

### **On Campus Alternative (OCA)**

OCA is assigned to students that have demonstrated continued behavior not remedied by detention, for behaviors more serious in nature than to warrant detention, or in lieu of off campus suspension, at the discretion of school administration. During OCA, the student is under the supervision of a credentialed teacher where he/she continues to work on school assignments as provided by their regular teachers.

### **Classroom Suspension**

A teacher may suspend any student from the teacher's class for any of the acts described in California Education Code 48900, for the day of the incident and the day following. The teacher shall report the incident to administration, and then make reasonable effort to contact the student's parent and explain the reason for the classroom suspension. A school administrator will attend a conference if the teacher or the parent/guardian so requests. The student will remain on campus during the class suspension and be assigned to an alternative placement (OCA). The student may complete any assignments and tests missed during the classroom suspension.

### **Suspension**

Student suspensions are assigned in accordance with the LOUSD Discipline and Intervention Guidelines (below) and California Education Code 48900. In cases of suspension, except for an emergency situation, the administrator must provide the student due process, which includes, at a minimum, parent notification and the student's right to be heard.

Students are eligible for suspension for the acts described in California Education Code 48900. Typically, suspension is imposed when other means of correction have failed; however, students whose presence causes a danger to others or property, or threaten to disrupt the instructional process, may be suspended for a first offense at administrative discretion. *The full text of this code is available at [leginfo.legislature.ca.gov](http://leginfo.ca.gov).*

Students serving administrative suspension must understand and adhere to the following:

- Do not visit campus grounds or attend any school sponsored event anywhere during the duration of the suspension. This includes weekends and holidays should they fall between consecutive days of suspension. These activities include, but are not limited to, athletic games and practices, dances, club



meetings, etc. at any LOUSD school. Students are also prohibited from attending activities at schools outside the district where LOUSD students are participating in the activity.

- Suspension absences are unexcused absences
- Students involved in extracurricular activities may also receive disciplinary action from their respective group as a result of suspension.
- Failure to comply with the consequences indicated above will result in further suspension or removal from Live Oak High School.

### **Expulsion**

School administration will recommend a student for expulsion as required or by administrative discretion as prescribed by California Education Code 48900. *The full text of this code is available at [leginfo.legislature.ca.gov](http://leginfo.legislature.ca.gov).*

### **LOUSD DISCIPLINE AND INTERVENTION GUIDELINES**

*Please note that the following guidelines are for all schools in LOUSD, and that discipline for students at different age levels and development will vary based on administrative discretion.*

The Live Oak Unified School District is committed to teaching, modeling and enforcing high standards of conduct and will assign consequences for misbehavior in order to ensure that schools are safe, healthy learning environments for all students.

Schools are mandated to uphold federal and state law, Board of Education rules and codes, and the policies of the district that apply to students:

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period on or off the campus; and
4. During, or while going to or coming from a school sponsored activity. (Education Code 48900)

The following charts indicate the types of disciplinary action that may apply to each type of misbehavior infraction. In each instance, an opportunity to teach appropriate behavior through the use of intervention and a corrective action is stated. **Each situation or violation involving student conduct should be individualized and the least punitive action based on the violation should be taken. The administrator shall, however, determine whether a specific infraction warrants the corrective action described on the chart.** Corrective action taken by the administrator shall take place after progressive discipline interventions by the school fail to bring about proper conduct or the specific infraction is sufficiently severe to warrant a more severe consequence. These corrective measures are intended to assist in teaching appropriateness and responsibility, while maintaining consistent student discipline on campus.

## Category 1 Infractions (Include but not limited to...)\*

<b>Offense</b>	<b>Consequences</b>	<b>Interventions</b>
<ul style="list-style-type: none"> <li>● Cheating/Forgery/Plagiarism</li> <li>● Classroom Disruption</li> <li>● Cutting Class/Tardy</li> <li>● Defiance/Insubordination/ Willful disobedience and disregard of authority.</li> <li>● Willful defiance of afterschool care instructions</li> <li>● Dress Code Violation</li> <li>● Electronic Device</li> <li>● Gang/Clique-Related Items</li> <li>● Gambling</li> <li>● Harassment/Bullying/Hazing (grades K-5)</li> <li>● Horseplay/Rough play</li> <li>● Inappropriate Sexual Behavior (grades K-5)</li> <li>● Littering</li> <li>● Near Fight</li> <li>● Obscene Act (minor)</li> <li>● Object of No Reasonable Use That Causes Distraction or Undue Disruption</li> <li>● Unwanted Physical Contact (grades K-5)</li> <li>● Passionate Public Display of Affection</li> <li>● Profanity</li> <li>● Safety Violation (bikes, Heelys, etc. on campus)</li> <li>● School Disruption</li> <li>● False accusations of a serious nature</li> <li>● Racial, Discriminatory or Hateful Behavior (minor)</li> <li>● Theft/Possession of/Attempt to steal school or private property# (grades K-5)</li> <li>● Vandalism (minor)#</li> </ul>	<b>1<sup>st</sup> Referral</b> – Warning and/or Detention/Campus Clean-up	<i>One or more of the following behavioral interventions should be imposed:</i> <ul style="list-style-type: none"> <li>● Parent notification</li> <li>● Recess restrictions</li> <li>● Administrator/student conference</li> <li>● Counselor/student conference</li> <li>● Counseling (individual or group)</li> <li>● Student Study Team (SST)</li> <li>● Behavior Plan/Contract</li> <li>● Referral to Community/District/School based services</li> <li>● Peer Mediation</li> <li>● Anger Management Program</li> <li>● SARB/SART</li> </ul>
	<b>2<sup>nd</sup> Referral</b> – Detention and/or 1 period to half day OCS	
	<b>3<sup>rd</sup> Referral</b> – Detention and 1 period to half day OCS	
	<b>4<sup>th</sup> Referral</b> – All day OCS	
	<b>5<sup>th</sup> Referral</b> – Refer to Category 2 Infractions, 1 <sup>st</sup> Referral	
	<i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i>	

*Teacher must use classroom interventions prior to first referral to office when appropriate (warning, counseling, parent notification).*

*\*Based on severity or persistent nature, consequences may lead to more severe consequences, including suspension, at the discretion of the school administration.*

*#Indicates school officials will make reports to law enforcement as required by federal and state law, in instances of criminal activity and for incidents where there is a serious threat to a student, teacher or public safety*

## Category 2 Infractions (Include but not limited to...)\*

<i>Offense</i>	<i>Consequences</i>	<i>Interventions</i>
<ul style="list-style-type: none"> <li>● Abusive, threatening, willfully defiant, gang-related activities</li> <li>● Abusive, threatening, or harassing behaviors towards a pupil who is a witness in a school disciplinary proceeding</li> <li>● Arson (minor) #</li> <li>● Assault and/or Battery/Threat (minor)</li> <li>● Bullying or cyber-bullying</li> <li>● Creating a hostile school environment: intimidating or threatening behavior (minor)</li> <li>● Engaged in or attempted to engage in hazing</li> <li>● Caused, attempted to cause, or threatened to cause physical injury to another person</li> <li>● Willfully used force or violence upon another person, except in self-defense</li> <li>● Inappropriate Sexual Behavior (grades 6-12)</li> <li>● Knowingly received stolen school or private property</li> <li>● Obscene acts/gestures/ unsanitary acts/habitual profanity</li> <li>● Viewing obscene/violent material</li> <li>● Possession of injurious object excluding firearm or explosive</li> <li>● Possession/Providing Alcohol #</li> <li>● Possession of toy (imitation) firearm</li> <li>● Possession of/Unlawfully offered/Arranged or negotiated to sell drug paraphernalia #^ (grades 6-12)</li> <li>● Possession or use of tobacco or any products containing tobacco or nicotine</li> <li>● Under the influence of an alcoholic beverage or represented a substance as an alcoholic beverage</li> <li>● Under the influence of THC/Marijuana or represented a substance as THC/Marijuana #^ (grades 6-12)</li> <li>● Possession of THC/Marijuana or represented substance as THC/Marijuana under one ounce #^ (grades 6-12)</li> <li>● Under the influence of a controlled substance or intoxicant #^ (grades 6-12)</li> <li>● Profanity/Verbal abuse directed toward a school employee</li> <li>● Robbery/Extortion (minor)</li> <li>● Stealing/Attempt to steal school or private property (minor or habitual) #</li> </ul>	<p><b>1<sup>st</sup> Referral</b> – 1 day OCS or 1 to 5 day suspension (duration to be determined by administration)</p> <hr/> <p><b>2<sup>nd</sup> Referral</b> – 1 to 5 day suspension (duration to be determined by administration)</p> <hr/> <p><b>3<sup>rd</sup> Referral</b> – 3 to 5 day suspension (duration to be determined by administration) Or Recommendation for expulsion if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of pupils or others) are present Or Contract in lieu of expulsion.</p> <p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>	<p><i>One or more of the following behavioral interventions should be imposed:</i></p> <ul style="list-style-type: none"> <li>● Parent notification</li> <li>● Administrator/student conference</li> <li>● Counselor/student conference</li> <li>● Counseling (individual or group)</li> <li>● Student Study Team (SST)</li> <li>● Behavior Plan/Contract</li> <li>● Referral to Community/District/School based services</li> <li>● Peer Mediation</li> <li>● Anger Management Program</li> <li>● SARB/SART</li> </ul>

\*Based on severity or persistent nature, consequences may lead to more severe consequences, including suspension, at the discretion of the school administration.

#Indicates school officials will make reports to law enforcement as required by federal and state law, in instances of criminal activity and for incidents where there is a serious threat to a student, teacher or public safety.

^Mandatory placement on Behavior Plan and stipulated expulsion upon 2nd offense

### Category 3 Infractions (Include but not limited to...)\*

Offense	Consequences
<ul style="list-style-type: none"> <li>● Act of hate violence: threatening or offensive behavior</li> <li>● Any action that causes serious physical injury, except in self-defense</li> <li>● Arson (major) #</li> <li>● Assault and/or battery upon any school staff</li> <li>● Creating a hostile school environment: intimidating or threatening behavior (major)</li> <li>● Possession of a controlled substance or intoxicant or THC/Marijuana of an ounce or more # (grades 6-12)</li> <li>● Possession of dangerous object (including knife) with no reasonable use to the pupil</li> <li>● Robbery or extortion (major)</li> <li>● Sexual harassment: intimidating or hostile or offensive behavior</li> <li>● Terrorist threats against school officials</li> </ul>	<p><b>One or more of the following consequences should be imposed for category 3 infractions:</b></p> <p><b>1st Referral --</b></p> <p>5 day suspension and/or</p> <ul style="list-style-type: none"> <li>● Contract in lieu of expulsion</li> <li>● Placement in alternative program</li> <li>● Recommendation for Expulsion if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of pupils or others) are present</li> </ul> <p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence</i></p>

# Indicates school officials will make reports to law enforcement as required by federal and state law, in instances of criminal activity and for incidents where there is a serious threat to a student, teacher or public safety.

For grades K-8 we recognize students are still learning the connection between actions and consequences and the corrective measures outlined above are intended to assist in teaching appropriateness and responsibility, while maintaining consistent student discipline on campus. To that end, the site administrators at the elementary and middle school shall use discretion and take into account the many and varied factors in each case involving category 3 infractions when determining consequences.

### Category 4 Infractions (Include but not limited to...)\*

Offense	Consequences
<ul style="list-style-type: none"> <li>● Brandishing a Knife #+</li> <li>● Committed or attempted to commit sexual assault or battery #+</li> <li>● Selling a controlled substance #+</li> <li>● Possession of explosive device # +</li> <li>● Possession, selling, or otherwise furnishing a firearm # +</li> <li>● Possession of a controlled substance or intoxicant or THC/Marijuana of an ounce or more #! (grades 6-12)</li> </ul>	<p><b>One or more of the following consequences should be imposed for category 3 infractions:</b></p> <p><b>1st Referral --</b></p> <p>5 day suspension <b>and</b> Recommendation for Expulsion</p> <p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence</i></p>

#Indicates school officials will make reports to law enforcement as required by federal and state law, in instances of criminal activity and for incidents where there is a serious threat to a student, teacher or public safety.

+ Mandatory recommendation for expulsion per Education Code: 489159(c)