



LIBERTY RANCH HIGH SCHOOL

“Home of the Hawks”

STUDENT HANDBOOK

2011-2012

Liberty Ranch High School

Expected School-wide Learning Results

The commitment of Liberty Ranch High School is to promote life-long learning, effective communication, and respect for self and others.

Liberty Ranch High School students are expected to be:

Healthy Individuals

- Effectively use information and knowledge to make well-informed lifestyle decisions
- Establish positive relationships and practice non-violent conflict resolution
- Demonstrate an understanding of the cause and effect relationship of their choices

Academic Achievers

- Demonstrate a mastery of academic standards
- Demonstrate complex creative thinking and problem solving
- Effectively communicate in a variety of forms

Well-rounded Citizens

- Demonstrate an understanding of global issues
- Display respect of diverse cultures, languages, and people
- Contribute time and energy, through service, to improving their school and community
- Participate in extracurricular activities

Knowledgeable

- Demonstrate effective use of technology skills
- Apply learning by making connections to everyday experiences

Self-motivated

- Demonstrate initiative by establishing and carrying out both short and long term goals
- Monitor, evaluate, and modify their own progress
- Challenge themselves and value education throughout their lives



**Instilling PRIDE in our community, one
HAWK at a time**

Promoting

Respect

Integrity

Determination &

Excellence

SCHOOL COLORS

Liberty Ranch High School's school colors are green and silver. Students wear these colors with pride. Many students and staff members wear green and silver on Fridays, especially on game days, to show their school pride.

MASCOT

The proud and mighty Hawk is the mascot of Liberty Ranch High School.

Liberty Ranch Alma Mater

Our pride is in knowledge
Our pride is in truth
And Memories we have
Of the friendships of our youth
Achievements we'll forge
As the years fly by
When we look back on memories
Of Liberty Ranch High

Liberty Ranch Fight Song

We are the soaring hawks
Watch how we fly

Li ber ty Ranch
Fight for a victory.

Hail to the Hawks
For their courageous play

Using their strength
To take the win today.

We are the soaring hawks
Watch how we fly

Vic tor y
With honor and pride

Let our voices be clear
We'll put up a fight

Hawk victory is in our sight.

Liberty Ranch High School Leadership

ADMINISTRATION **Extension**

Brian Deis	Principal	6106
Joe Saramago	Asst. Principal	6103
Anahi Perez	Asst. Principal	6163
Chuck Howell	Special Assignment	6107

GUIDANCE COUNSELOR **Extension**

Judy Hays-Sanchez		6112
Mary Conklin		6111

ACTIVITIES DIRECTOR **Extension**

Becca Dennis		8314
--------------	--	------

ATHLETIC DIRECTOR **Extension**

Warren Schroeder		6108
------------------	--	------

SUPPORT STAFF

Natalie Pacheco	Principal's Sec.	6104
Bonnie Vasquez	Attendance Clerk/AP Sec.	6117
Robin Novo	Registrar/Guidance Clerk	6113
Kristina Valencia	Guidance Clerk	6167
Lisa Maples	ASB Sec.	6118
Jonathan Raimer	Textbooks & Facilities	6142

TELEPHONE NUMBERS

School	744-4250
Principal's Office	744-4250
Attendance	744-4250
Counseling	744-4250
Facsimile	745-2601
Transportation	745-1059
District Office	745-3061
Estrellita High School	745-2167
Galt Adult Education	745-5852
Migrant Education	744-4250

SCHOOL ADDRESS

12945 Marengo Road
Galt, CA 95632

WEBSITE

www.ghsd.k12.ca.us/LRHS/LRHS2.htm

Graduation Requirements

A. GENERAL REQUIREMENTS:

1. **Minimum Competency Requirements and Demonstration of Competency and Success:**
 - a. Successfully passing specified basic skills tests or high school exit exam.
 - b. Acquiring the specified number of credits
 - c. Successfully completing all prescribed courses
2. **A minimum of two hundred twenty (220) semester credits must be earned.**
3. **A student shall have earned no fewer than 50 semester credits per year in each of the first three academic years of high school in order to be considered as progressing satisfactorily toward meeting the minimum competency requirements for high school graduation.**

B. SPECIFIC REQUIREMENTS:

1. **ENGLISH - 40 units**
 - a. English 9 or equivalent 10 units
 - b. English 10 or equivalent 10 units
 - c. English 11 or equivalent 10 units
 - d. English 12 or equivalent 10 units

If any semester of English 9, 10, or 11 is failed, it must be retaken in summer school and passed before the being enrolled in the next English grade level.

2. **SOCIAL STUDIES - 30 units**
 - a. 10 units of World History
 - b. 10 units of U.S. History
 - c. 5 units of American Government
 - d. 5 units of Economics (One year of Economics in Agriculture may substitute).

3. **MATHEMATICS - 20 units**

Algebra I is the minimum math requirement for graduation.

4. **SCIENCE - 20 units**

Must include 10 units of a Biological Science and 10 units of Earth Science, Chemistry or Physics. Students majoring in Agriculture may fulfill the Science requirement as follows:

- a. 10 units of Intro to Ag Science - 5 units of Physical/Earth Science credit.
- b. 10 units of Plant Science/Ornamental Horticulture.
1st Semester – 5 units of Physical/Earth Science credit.
2nd Semester -5 units of Life Science credit.
- c. 10 units of Ag Science II (Animal Science) - 5 units of Life Science credit.
- d. 10 units of Integrated Ag Biology - 10 units of Life Science.

5. **PHYSICAL EDUCATION - 20 units**

All freshmen are required to take physical education. A student athlete does have the option of to take a 7th period team sports physical education class to meet the requirement for their second year.

6. **FOREIGN LANGUAGE OR VISUAL & PERFORMING ARTS (VAPA) - 10 units.**

Students must earn a total of 10 units from courses offered by the Foreign Language or VAPA Departments. Note: 10 units of Floriculture or Interior Design may substitute for 10 units of VAPA credit.

7. **HEALTH - 5 units**

8. **ELECTIVES - 75 units**

HIGH SCHOOL EXIT EXAM

This state mandated exam in English and Mathematics is for all students, and must be passed to receive a high school diploma.

California State University

Admission Requirements

You must have completed college preparatory high school subjects with grades of "C" or better that meet the California State University course pattern listed below:

- English - 4 years
- Math (Algebra 1, Geometry, Algebra II) – 3 years
- Social Science – 1 year
- US History/Government) – 1 year
- Science with a laboratory - 2 years
- Foreign Language (same language) – 2 years
- Visual/Performing Arts – 1 year
- College Preparatory Electives – 1 year

University of California

Admission Requirements

A. History/Social Science *2 years required*

Two years of history/social science, including one year of U.S. history.

B. English *4 years required*

Four years of college preparatory English.

C. Mathematics *3 years required, 4 years recommended*

Three years of college preparatory mathematics that includes the topics covered in elementary and advanced algebra and two and three-dimensional geometry.

D. Laboratory Science *2 years required, 3 years recommended*

Two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: biology, chemistry and physics.

E. Foreign Language *2 years required, 3 years recommended*

Two years of the same language other than English.

F. Visual and Performing Arts *1 year required*

G. College Preparatory Electives *1 year required*

Please consult the Course Catalog and your counselor for specific classes that meet these requirements.

NCAA ATHLETIC ELIGIBILITY

Parents and students are to refer to the Liberty Ranch High School course catalog for information regarding required courses for college athletic eligibility.

Community College Courses

Students wishing to take community college courses for AP/Honors credit must do the following:

1. Petition for AP/Honors credit by providing a course syllabus to the counseling office. This will be reviewed by the counselor and assistant principal to ensure that the course is at a college level.
2. Students wishing to take community college courses for regular credit, to replace a class offered at LRHS, would need to provide rationale as to why they were choosing to take the course at the community college level. A counselor and assistant principal will review this petition.

Student Services

Class Schedules

1. Approximately one week prior to the opening of school, students will receive their class schedules. Students are required to pick these up on campus.
2. Students register for yearlong courses, so dropping a course at the semester is not an option.
3. If a student withdraws from a course after the first 15 days of both the first or second semester, it will result in the student receiving a withdrawal - F for the dropped class.

Teacher/Parent Conference

1. Parent/guardian calls the guidance clerk, (209) 745-4250 ext. 6167, to set-up a parent conference with a teacher.
2. Conferences may be held during the teachers' prep period or after school.

Independent Study

1. This is a voluntary alternative learning strategy (EC 51747) for students who may need a different educational setting than Liberty Ranch High School or Estrellita High School. This program is also for students who have special circumstances, which require they attend school through an independent study program.
2. Students and parents sign a contract with the commitment for the student to complete a minimum of 1.5 credits per week and attend class at least one hour a week.
3. Procedure for enrolling Independent Study:
 - a) Parent completes an application for enrollment in Independent Study
 - b) Counselor attaches to the application a transcript and any pertinent discipline and attendance records.
 - c) Counselor/ EHS Principal reviews records with the Coordination of Services Team (C.O.S.T.) and a recommendation is made and approved.
 - d) Minimum seventh grade reading proficiency is required (student will be tested).
 - e) Student dis-enrolls from Liberty Ranch High School or Estrellita High School and enrolls in Independent Study.
 - f) Students can return to Liberty Ranch High School or Estrellita at the end of each semester.

Opportunity Class (Not available for the 2011-2012 school year)

1. This is an alternative learning strategy for freshman and sophomore students who have not been successful in a regular classroom setting.
2. Students attend Opportunity three periods each day with three additional courses taken on campus.
3. Procedure for enrolling in Opportunity:
 - a) Parent/Counselor completes an application to enroll in Opportunity.
 - b) Counselor attaches a transcript, any pertinent discipline and attendance reports.
 - c) Counselor reviews application with C.O.S.T. and a recommendation is made and approved.
 - d) A schedule change is made to accommodate the three periods of Opportunity.
4. Procedure for returning to Liberty Ranch High School
 - a) Parents completes an application and contract to enroll in Liberty Ranch High School
 - b) Counselor and Opportunity teacher present academic, discipline, and attendance records to the C.O.S.T. and a recommendation is made and approved.
 - c) Student may return to regular classes at the end of a semester.

Estrellita High School

1. Estrellita High School is a Continuation High School for students over the age of 16 who need an alternative school setting.
2. Procedure for enrolling in Estrellita High School:
 - a) Student/Parent completes an application to enroll at EHS.
 - b) Counselor attaches a transcript, any pertinent discipline and attendance reports
 - c) Counselor presents recommendations to the C.O.S.T. Application is approved or disapproved and an assistant principal signs the form.
 - d) If student is approved for transfer to EHS, parent and student must meet with the EHS principal before enrolling.
 - e) Student officially withdraws from Liberty Ranch High School.
3. Procedure for returning to Liberty Ranch High School from Estrellita High School:
 - a) Student/Parent completes the application to enroll at Liberty Ranch High School.
4. Seniors
 - a) Those seniors that are transferred to Estrellita because they are so credit deficient that they will not graduate from LRHS, will graduate from Estrellita.
 - b) Seniors and their parents will be required to meet with EHS Principal, if the transfer occurs after April 1st.
5. Involuntary Transfers
 - a) In the event a parent resists the transferring of their student to Estrellita, they will be referred to the supervising administrator or the Counseling Department.

Coordination of Services Team

The C.O.S.T. consists of counselors, assistant principals, Outreach Consultant, Migrant Education Advisor, Estrellita High School Administration, School Nurse, and Opportunity/Independent Study teacher. The team determines interventions for at-risk students in the district.

1. The agenda at the C.O.S.T. meeting is as follows:
 - a) Present Opportunity students are reviewed and recommendations are made for transfer to Independent Study, Estrellita High School or Liberty Ranch High School when necessary.
 - b) Counselors/assistant principals recommend students for Opportunity Program. The majority vote of the C.O.S.T. decides whom to transfer.
 - c) Team members present priority students to the C.O.S.T. for review of progress made through interventions. Discussions of alternative placements and recommendations are made.
 - d) Counselors/Administrators recommend student transfers to and from Estrellita High School. The majority vote of the Team decides whom to transfer with the approval of the EHS principal.
 - e) Concerns about students in general and specific issues are discussed.

Concurrent Enrollment

1. Community College:
 - a) A student concurrently enrolled in high school and community college courses must attend Liberty Ranch High School at least four periods per day.
 - b) A student may take community college courses in addition to their six period day.
 - c) To enroll at the community college, the student must take the assessment and placement test at the community college of choice.
 - d) The student must also complete a concurrent enrollment form from the community college for the process to begin.
 - e) Courses taken concurrently at a community college will not be factored into the GPA.
 - f) Students wishing to take community college courses for regular credit, to replace a class offered at LRHS, would need to provide rationale as to why they were choosing to take the course at the community college level. A counselor and assistant principal will review this petition. This must be completed prior to enrolling in the course.
2. Galt Adult Education Requirements
 - a) Students may take Adult Education Classes if they have failed a class at Liberty Ranch High School.
 - b) Students must not have more than one fail in their current regularly scheduled classes.
 - c) Students must complete a weekly grade check and submit it to their counselor.
 - d) Students must attend Liberty Ranch High School classes regularly with no truancies. If attendance is poor, the student will be pulled from Adult Ed.
 - e) To enroll in Adult Education:
 - 1) Student and parent meet with the counselor to discuss which classes should be taken in Adult Education.
 - 2) Student/Parent and counselor complete the concurrent enrollment card, Credit Accrual Contract, and the Master Agreement Contract.
 - 3) Student and parent take the enrollment card and contracts to the Adult Education office.

Home/Hospital Instruction: Home/hospital instruction for students with temporary medical conditions is available as required by law. Arrangements for home/hospital teaching must be made with the student's counselor and requires a written note from the treating physician.

ATTENDANCE PROCEDURES

Attendance Requirements: Board policy states that unexcused absences from class exceeding 18 days are sufficient reason for a teacher to assign the student a failing grade for the class. The student or parent/guardian shall be given a reasonable opportunity to explain an absence (Ed Code 49067).

Attendance Regulations

1. Students wishing to check into school late, or out of school early, must either have their parent call the attendance office, bring a note from a parent or a parent must personally check them into or out of school. Students must report to the attendance office to check-out.
2. Absences must be cleared within three (3) school days of returning to school.
3. The school determines excused or unexcused absence. (Ed. Code 48205) Illness of the student, medical/dental appointment or death in the immediate family and reasons covered in law will be considered an excused absence. (Ed Code 48205)
4. Truancy is any absence without a valid parent/guardian excuse. Students who are truant will face school disciplinary measures as well as legal consequences under state law.
5. To leave campus you must receive an off campus pass from the attendance office.
6. Students with unexcused absences may be restricted from participation in school activities. They may also be placed on attendance contracts.

Truancy Policy

Period-Truancy Policy

1st and 2nd Unexcused Period Absence

Teacher calls home whenever there is a period absence
Teacher sends referral to office for assignment to Saturday School

3rd Unexcused Period Absence

Teacher sends referral to office for assignment to Saturday School
Teacher notifies counselor and cc's Admin through e-mail
Counselor Intervention occurs, which includes a parent conference

6th Unexcused Period Absence

Teacher refers student to Assistant Principal
1st SARB letter is sent to parent
Saturday School assigned by AP
AP makes parent contact

9th Unexcused Period Absence

Teacher refers student to Assistant Principal
2nd SARB letter is sent to parent
Saturday School assigned by Assistant Principal
Student is referred to C.O.S.T.
Counselor develops ILP with Parent Conference

12th Unexcused Period Absence

Teacher refers student to Assistant Principal
3rd SARB letter is sent to parent
Saturday School assigned by Assistant Principal
Assistant Principal holds Parent Conference, and reviews the ILP

15th Unexcused Period Absence

Teacher refers student to Assistant Principal
Saturday School assigned by Assistant Principal
SARB Hearing Letter is sent to parent

All-Day Truancy Policy

- | | |
|---------------------------|---|
| 1st Truancy | Saturday School/detention referral, parent contact |
| 2nd Truancy | Saturday School and parent conference with Assistant Principal |
| 3rd Truancy | Saturday School, parent conference with Assistant Principal, SARB Process begun |
| 4 th + Truancy | Saturday School, detention, OCS, parent conference, referral to probation |

SARB: School Attendance Review Board is a group mandated by the California Education Code and is comprised of school counselors, administrators, probation officers, school resource officer, court officials who review a student's attendance, grade, and discipline records to determine their continuation at high school of enrollment. A student can be placed on a behavior contract or referred to the court community school.

Absences and Make-Up Work: It is the responsibility of the student in every case to request make-up work and to see that the work is made up within the stated time limits.

1. Students shall be given the opportunity to make up school work missed because of an excused absence or suspension and shall receive full credit if the work is turned in according to a reasonable make-up schedule (BP 6154)(EC 48205). If the absence was for one or two days, the work must be made up within three (3) school days. Longer absences require that the student and teacher make individual arrangements for completion of make-up work. The teacher has the option to extend the time. No student may be granted days beyond the final day of school in June for make-up work without prior approval of the principal.
2. Students who are absent because of an approved school activity are considered excused.
3. Students shall be given the opportunity to make up school work because of an excused absence or suspension and shall receive full credit if the work is turned in according to a reasonable make-up schedule. Teachers may require a suspended student to complete any assignments and tests missed during suspension. (Ed. Code 48913) Students who miss schoolwork because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such make-up work as necessary to ensure academic progress, not as a punitive measure.

Tardy Policy

Tardy Policy

1-3 Tardies	Teacher assigns consequences and contacts parent
4 th Tardy	1 hour of detention, and contact parent.
5 th Tardy	2 hours of detention, and contact parent.
6 th Tardy	Saturday School assigned.
7 ^{or} more	1 day of on-campus suspension/SARB Referral.

Tardy Sweep Policy

Liberty Ranch High School will periodically do tardy sweeps. All students caught outside of class after the bell will be assigned one hour of after school detention.

GENERAL INFORMATION

LIBERTY RANCH HIGH SCHOOL POLICY FOR ADMINISTERING PRESCRIBED MEDICATIONS TO STUDENTS:

The following principles and procedures will be adhered to when a parent files a statement requesting Liberty Ranch High School to assist a student in taking prescribed medication at school. A physician must also prescribe over-the-counter drugs.

1. The administration of medication to students shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it and only when such administration has been requested and approved by the student's parent/guardian and physician.
2. Medication brought to school to be given to a student shall be in containers which are clearly marked with the name of the student; the name of prescribing physician; an identification number or name of the pharmacist who dispensed the medication or the manufacturer; and the amount of medication to be taken at specified time or in specific situation.
3. All medication shall be kept in a secure place. Any special instructions for storage or security measures of any medication should be written by the physician and given to school personnel so that such instructions can be followed.
4. The nurse will be responsible for the supply of medication at the school. The nurse will supervise the taking of medication at a time conforming to the physician's indicated dosage schedule. The school nurse will chart date, time, and dosage on medication log and sign name.
5. A list of students needing medication during school hours, including the type of medication, times, and dosage, will be maintained in the nurse's office. This list is to be reviewed and updated periodically as necessary.
6. With signed parent and physician requests, students will be allowed to carry specified medications and self-administer medication (i.e. inhalants for asthma, bee sting emergency kits, Benadryl for severe allergy type reactions).

Legal Reference: California Education Code 49423 Administration of prescribed medication for pupil

IMMUNIZATIONS

Written proof of necessary immunizations required by law must be presented prior to admission to Liberty Ranch High School. Exemptions due to personal beliefs or medical reasons shall be granted on an individual basis pursuant to state law.

VISITORS ON CAMPUS

Only parents/guardians of Liberty Ranch High School students are allowed to visit campus during regular school hours with 24 hour notice. Visitors must register at the office in order to visit classes. **Do not plan to bring friends, brothers, sisters, cousins, pets, etc., as visitors to school.**

LOCKERS (lockers will be issued in P.E. only)

1. The school is not responsible for school or personal property of any kind left in lockers. Lockers are supplied for physical education purposes only.
2. No contraband of any kind, such as but not limited to: weapons, drugs, alcohol, dangerous objects, firecrackers, fireworks, or gang related items are to be stored in P.E. lockers.
3. Lockers are not totally secured at night or on weekends, nor are they theft proof. **If a locker is broken into, the student is held responsible for any missing school materials.** Valuables should not be left in lockers at any time as the school is not responsible for any lost, stolen or damaged items.
4. Locker problems should be reported to the Physical Education Teacher located in the coaches office of the Gymnasium. This should be done on the student's own time—**not during class time.**
5. P.E. lockers are available to students only during their scheduled P.E period. Books are not to be left in the P.E. lockers any time except during P.E. class. Students are allowed to enter the P.E. locker area only during their P.E. period. Valuables should never be left in P.E. lockers and the school is not responsible for any lost, stolen or damaged items.
6. The school does not insure any items (personal or otherwise) while left on the campus.
7. Musical instruments, etc., that are left at the school are **not** insured by the district.

STUDENT VEHICLE REGULATIONS

1. All students must park in designated parking only.
2. Students parking in the visitors or faculty parking lots or not legally parked in a parking stall may lose their campus driving privileges.
3. The speed limit on campus is 5 miles per hour.
4. All students who operate a motor vehicle on campus must have a valid California driver's license and proof of insurance.
5. Students who wish to operate a motor vehicle on campus must first register that vehicle with the Administration Office and obtain a student-parking permit. This permit must be displayed by hanging it from the rear view mirror.
6. Student parking permits must be used only on the specific vehicles for which registration was obtained. They are not transferable to any other vehicles.
7. Persons who violate the foregoing student vehicle regulations are subject to citations, fines, and/or disciplinary action, i.e.,
 - a. **first offense** – warning,
 - b. **second offense** – suspension of driving privileges for one week, parent contact,
 - c. **third offense** – suspension of campus vehicle privileges for the rest of the year, parent contact.
8. While the parking lot will be regularly patrolled by campus security, the school or district will not be held liable for theft or damage.

STUDENT PASSES

Students are not allowed out of class without a pass. The pass should include date, time, destination, and teacher signature. Passes will not be given 15 minutes after or before the bell rings.

PHONE CALLS

The office will accept **emergency** phone messages for students **ONLY** from parents/guardians. A phone is available in Attendance for student's personal use.

GIFTS

Liberty Ranch High School will not take delivery of gifts for students.

DANCES

Liberty Ranch High School dances are for Liberty Ranch High School students only, There are designated dances where guests are allowed. Students wishing to bring a guest must complete a guest pass form available in the office. Completed forms must be returned to the assistant principal's office on the date specified on the form. All guests must be pre-approved by the administration before they will be allowed to attend.

Freak Dancing Policy

Any student dancing inappropriately will be asked for their student identification card and issued a warning. If the student violates the policy a second time during the same dance the student will be asked to leave and may lose the right to attend any Liberty Ranch High School Dance.

AFTER SCHOOL CAMPUS USE

Students are not permitted on the school campus between the hours of 10:00 p.m. and 7:00 a.m. Exceptions will be made for school activities.

FREE AND REDUCED PRICE MEALS

Applications for free and reduced price meals are available in the Cafeteria and Administration Offices, and may be submitted at any time during a school day.

COMPUTER USE

In addition to the Internet Agreement, students are to be responsible when using computers. Computer privileges in class or library will be restricted for any inappropriate behavior or actions.

SKATE BOARDS/ROLLER BLADES/BICYCLES

Bikes, skateboards, roller blades, and Go-Peds are **not allowed to be used** on campus. If students want to use a bike/skateboard to get to and from school, they need to walk them on and off campus and store them during school hours in the bike/skateboard racks.

ELECTRONIC DEVICES

The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action. (E.C. 51512) This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law. (Add Stats. 1976, Ch. 1010)

Cell phones are to be off and put away during class hours, including time out of the classroom on a pass.

Lost or Stolen electronic devices

Students that bring electronic devices to school such as, but not limited to, iPods and cell phones do so at their own risk. Lost or stolen items are not the responsibility of Liberty Ranch High School. As time permits a reasonable effort will be made to find the lost or stolen item. The administrative team at Liberty Ranch High School strongly recommends such items are not brought to school.

SCHOOL PROPERTY (BP 5122.2a)

Students and/or their parents are financially responsible for all properties checked out to them, including textbooks, equipment, and materials; and for willful damage or destruction of school property. The students/parents may incur the following:

1. The student **may not** be cleared for any extracurricular or co-curricular activity participation. This would include activities that occur outside the class hours, including field trips.
2. The student **may not** receive certification of completion for driver's education.
3. The student **may not** receive certification for a "good student insurance discount."
4. The student **may not** participate in graduation ceremonies.
5. Student **may not** be issued a work permit.

Dress and Appearance Code Standards

Personal appearance of students is important to their success. Students should dress in a way that shows they are serious about the responsibility of getting an education at Liberty Ranch High School.

1. It is important to note that there is a difference between what is appropriate on a high school campus, and what is appropriate in private company.
2. Section 302 of the California Administrative Code requires that students give proper attention to personal cleanliness and neatness of dress. These terms will have to be interpreted continuously by those who administer the school.
3. Liberty Ranch High School has personal appearance standards, which have to be fairly specific to conform to court rulings. If appearance or attire detracts from the classroom in any way, the student will be expected to make the necessary changes. If in doubt, **ASK FIRST**.

General standards for all students are:

- **ALL** clothing shall be within the bounds of decency and good taste as appropriate for school and should not detract from the educational process.
- Hair shall comply with safety regulations as deemed necessary by teachers and administrators.
- Clothing should be clean and in good repair. No torn and/or cut clothes, even if purchased that way.
- Spiked jewelry (i.e. bracelets, necklaces, dog collars, etc.), as well as spikes on hats or backpacks, is not to be worn on campus.
- Wallet chains longer than 6 inches will not be allowed.
- Hats and caps may not be altered. No bandanas, hairnets, or “do-rags” are allowed.
- It is at the teacher’s discretion regarding whether hats or caps are allowed to be worn in the classroom or during class.
- Pajamas, pajama pants and slippers are not to be worn on campus unless as part of a designated spirit day.
- Physical education uniforms are only acceptable for P.E. class and not for general wear on campus.
- Shoes or sandals must be worn at all times. Some classes, for safety reasons, may require footwear that completely encloses the foot (i.e. Physical Education, lab/shop classes, Drama).
- Shorts and skirts must have a length that is at least to the student’s fingertips or longer, with arms relaxed, and fully extended down at the sides. The administration recognizes that the fingertip measurement is not perfect because of differing body types, but is a quick and easily completed judgment that does not involve measuring garments, which can be humiliating and unwelcome.
- Pants and shorts must be of such a fit that underwear may not extend above the waist of the pants/shorts even if covered with a shirt. This includes both “sagging” and “low-rise” pants/shorts.
- Clothing must be long enough and full enough to allow a student to sit at a desk in a modest and respectful manner.
- Clothing, jewelry, and personal articles shall be free of writing, pictures or any other insignias that are crude, vulgar, profane or sexually suggestive.
- Clothing, jewelry, and personal articles may not have drug, alcohol, tobacco advertising, or gang references, promotions or likenesses.
- Students may not wear red/blue shoelaces or red/blue belts.
- Students may not wear any hat or other item of clothing that displays any area code. These items are considered gang related.
- Clothing may not advocate racial, ethnic, or religious prejudices.
- Tops must cover the student’s upper body during normal activity. Tops should cover bra straps and with sleeveless tops, the armhole should be snug. Tops not allowed include, but are not limited to: men’s undershirts worn as the only shirt; halter tops; **no spaghetti straps; cami-style tops**; bare midriff tops (tops must be “tuckable”); strapless tops; and any top that exposes the student’s undergarments.
- Each student may wear no more than one red or blue article of clothing.

NOTE: Any dress, grooming, or appearance, which disrupts, or tends to disrupt the educational process, or affect the health or safety of individuals, shall be prohibited.

If there is a question of whether an item of apparel is acceptable, the Principal or his/her designee shall make the determination. Students found in violation of the school dress and appearance code standards shall be dealt with in one of the following ways:

1. The school will call the parents to bring an appropriate garment for the student to change into, or
2. The school will loan the student an appropriate garment (if available) to wear in place of the prohibited garment. Loaned garments must be laundered and returned the next school day.
3. The school will call the parent to pick up the student

Repeated violations of the appearance guidelines may result in detention, Saturday School, On Campus Suspension or home suspension for defiance of authority.

LIBERTY RANCH HIGH SCHOOL (ACADEMIC CODE OF CONDUCT)

The staff of Liberty Ranch High School expects the highest standards of honesty and fairness from all students. To promote these ideas of education, responsibility and self-discipline are essential. Therefore, to protect everyone's rights to a fair and meaningful evaluation, this ACADEMIC CODE OF HONESTY has been adopted:

1. A student who exhibits any behavior, which in the judgment of the teacher indicates dishonesty while taking an examination or quiz, shall receive a zero for that exercise.
2. A student who copies an assignment from another student shall receive a zero for that assignment, and the student who allows an assignment to be copied shall also receive a zero.
3. A student who, for the purpose of cheating on an examination, enters a classroom with evidence of premeditation, such as aids or notes not allowed, shall receive a zero for the examination.
4. A student who commits plagiarism ("using and passing off as one's own", the ideas or writing of another"). The student shall receive a zero for that assignment/examination.
5. A student who is apprehended for taking, without permission, another student's written assignment or project for personal use or academic credit shall receive a zero for that assignment and will be further disciplined under the provisions for theft in the student discipline policy.
6. A student who submits work entirely or in part completed by another person (Examples include, but are not limited to: parent, another student, sibling, etc.) shall receive a zero for that assignment.
7. A student who knowingly receives or gives test or quiz answers to another student shall receive a zero for that test or quiz and the other student involved will also receive a zero.
8. A student who displays unacceptable behavior and/or is involved in any other activity for the purpose of altering and/or falsifying records. (student, teacher, parent or other), etc. shall be disciplined as follows:
 - A student enrolled in the course in which the infraction occurred may be immediately dismissed from that course with loss of credits and a grade of "F" for the semester in which the infraction takes place. The student may be suspended for up to five (5) days for attempting to alter state documents. Also, the infraction may affect any awards or honors the student may receive. This will be at the discretion of the committee(s) in charge of the awards.
 - A student NOT enrolled in a course, however, who is involved in such an infraction, shall be disciplined in accordance with the student discipline policy.

NONDISCRIMINATION/ HARASSMENT

District programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin and physical or mental disability.

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 1312.3 – Uniform Complaint Procedures)

(cf. 6164.6 – Identification and Education under Section 504)

The Board of Trustees shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. Eligibility for choral and cheerleading groups shall be determined solely on the basis of objective competencies. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

(cf. 1240 – Volunteer Assistance)

(cf. 6145.2 – Athletic Competition)

(cf. 6162.5 – Student Assessment)

The school may provide girls and boys with separate shower rooms and sex education classes in order to protect student modesty. In physical education, when objective standards have an adverse effect on students because of their gender, race, ethnic group or disability, other standards shall be used to measure achievement and create comparable educational opportunities.

The Board prohibits intimidation or harassment of any student by any employee, student or person in the district. Staff shall be alert and immediately responsive to student conduct, which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

(cf. 5145.2 – Freedom of Speech/Expression: Publications Code)

(cf. 5145.7 – Sexual Harassment)

Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

(cf. 4118 – Suspension/Disciplinary Action)

(cf. 4218 – Dismissal/ Suspension/Disciplinary Action)

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

Any student who feels that he/she is being harassed should immediately contact the principal or designee. If the principal or designee does not promptly remedy a situation involving harassment, a complaint can be filed in accordance with administrative regulations. The Superintendent or designee shall determine which complaint procedure is appropriate.

(cf. 1312.1 – Complaints Concerning District Employees)

(cf. 1312.3 – Uniform Complaint Procedures)

SEXUAL HARASSMENT

The Board of Trustees is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established in accordance with this policy.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account. Such circumstances shall include but are not limited to:

1. Age and maturity of the victim and perpetrator.
2. Pervasiveness of the alleged harassing conduct (i.e., how many times the act(s) occurred, how many individuals were involved, etc.).
3. Prior complaints against the perpetrator.

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

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same gender.
2. A clear message that student do not have to endure sexual harassment. Students should be encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
3. Information about the person(s) to whom a report of sexual harassment should be made.

(cf. 5131.5 – Vandalism, Theft and Graffiti)

(cf. 5137 – Positive School Climate)

(cf. 5141.41 – Child Abuse Prevention)

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 6142.1 – Family Life/Sex Education)

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. If the alleged harasser is the principal or designee, the employee may report the complaint or his/her observation to the Superintendent or designee who shall investigate the complaint.

(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)

(cf. 5141.4 Child Abuse Reporting Procedures)

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where necessary. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures.

(cf. 1312.1 – Complaints Concerning District Employees)
(cf. 1312.3 – Uniform Complaint Procedures)

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

Information gathered in the course of investigating a sexual harassment complaint shall be kept confidential to the extent possible.

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/ Privileged Information.)

UNIFORM COMPLAINT PROCEDURES

Annual Notice to Students, Parents and/or Guardians, Employees, Advisory Committees, and other interested parties:

The Board of Trustees of the Galt Joint Union High School District recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state or federal financial assistance.

What is a complaint? A complaint is a written statement alleging discrimination, or a violation of a federal or state law within the following programs: Adult Education, Child Development, Consolidated Categorical Aid, including No Child Left Behind, State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tenth Grade Counseling, Tobacco-Use Prevention Education, Peer Assistance and Review, School Safety and Violence Prevention Act, Migrant and Indian Education, Nutrition Services, Special Education, Discrimination, Harassment, Civil Rights Guarantees.

In addition, the Williams Settlement complaint procedures cover complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or miss assignment. Williams Settlement complaints may be filed anonymously. A complaint form is available for these types of complaints, in the school office or on the school web site. It is not necessary to use the form, as long as the complaint is submitted in writing.

The Board encourages the early, informal resolution of complaints at the school site level whenever possible. At Liberty Ranch High School, complaints should be directed to the principal, Brian Deis. At Estrellita High School, complaints should be directed to principal Antonio Lara. For Galt Adult School, complaints should be directed to Karin Liu. If resolution cannot take place at the site level, the complaint shall then be directed to the Superintendent, Dr. Daisy Lee, at 12945 Marengo Road, Galt, CA 95632 (209) 745-3061.

Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures and designate a staff member to be responsible for receiving, investigating and resolving the complaint.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

Board Policies that cover confidentiality rights include the following:

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 – Student Records)

(cf. 9011 – Disclosure of Confidential/Privileged Information)

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant. Board Policies that prohibit retaliation include the following:

(cf. 1312.1 – Complaints Concerning District Employees)

(cf. 1312.2 – Complaints Concerning Instructional Materials)

(cf. 4031 – Complaints Concerning Discrimination in Employment)

(cf. 5141.1 – Child Abuse Reporting Procedures)

Compliance Officers

The Board of Trustees designates the following compliance officer to receive and investigate complaints and ensure district compliance with law:

Superintendent

12945 Marengo Road, Galt, CA 95632

209-745-0249

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee. *(cf. 9124 – Attorney)*

Timeline: Discrimination complaints must be filed no later than six months from the date of the occurrence, or from the time the complainant first learned of the facts of the discrimination.

The district must resolve the complaint and complete a written report within 60 days of receipt of a complaint.

The district must advise the complainant regarding appeal rights to the California Department of Education within 15 days of receipt of the district's written report.

Notifications

The Superintendent or designee shall meet the notification requirement of 5 CCR 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. *(cf. 5146.6 – Parental Notification)*

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include:

Sacramento County Office of Education

Procedures

The following procedures shall be used to address all complaints, which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

A person who alleges that he/she personally suffered unlawful discrimination or a person who believes that has subjected an individual or any specific class of individuals to unlawful discrimination may file complaints alleging unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5CCR 4631)

Step 3: Investigation of Complaint

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

Step 4: Response

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

The report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any. (5 CCR 4631)
2. The rationale for the above disposition. (5 CCR 4631)
3. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631)
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of the district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652) When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. (5 CCR 4652)

Civil Law Remedies

Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies, outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

ATHLETIC/EXTRA CURRICULAR ELIGIBILITY

Liberty Ranch High School students must meet certain academic standards to participate in extra-curricular activities.

1. **Minimum requirement:** A “C” (2.0 grade point) average is required as a minimum prerequisite for participation in extra-curricular activities and athletics (C.I.F.). Some activities, such as Student Council and California Scholarship Federation, require a higher grade point average. Scholastic eligibility will commence on the following dates for the 2011-2012 school year:
 - a. FALL – Oct. 19th
 - b. WINTER – Jan. 10th
 - c. SPRING – March 21st

2. **Student Council:** All students nominated for a Student Body office and council members must possess a cumulative 2.5 grade point average or higher at the time of their nomination. They must maintain a 2.5 grade point average or higher while they are holding office.

3. **Probationary Status:** A student who receives grades below a “C” (2.0 grade point average) but above a 1.49 average is eligible to receive a one-time waiver during their four years of attendance at Liberty Ranch High School.

4. **Athletic eligibility** requires a student to be enrolled at Liberty Ranch High School in at least 20 semester units of work (C.I.F.). Athlete must have passed at least 20 semester units of work at the completion of the last regular grading period (C.I.F.).

Liberty Ranch High School Athletics

Fall Sports

- Volleyball
 - Freshmen, JV, Varsity
- Girls Golf
 - Varsity
- Cross Country
 - JV, Varsity
- Football
 - Freshmen, JV, Varsity
- Boys Soccer
 - JV, Varsity

Winter Sports

- Boys Basketball
 - Freshmen, JV, Varsity
- Girls Basketball
 - Freshmen, JV, Varsity
- Wrestling
 - JV, Varsity

Spring Sports

- Softball
 - JV, Varsity
- Girls Soccer
 - JV, Varsity
- Swimming
 - JV, Varsity
- Track & Field
 - JV, Varsity
- Baseball
 - JV, Varsity
- Co-Ed Tennis
 - Varsity
- Boys Golf
 - Varsity

DISCIPLINE POLICY

STUDENT SUSPENSION AND/OR EXPULSION

The large majority of Liberty Ranch High School students have excellent citizenship. However, all students need to know that in accordance with California state law, a student who has committed any of the following actions may be suspended and/or expelled from school (Education Code 48900).

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person.
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 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 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 tobacco products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (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) Possessed an imitation firearm. As used in this section, "imitation firearm" means 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 battery as defined in Section 243.4 of the Penal Code.
- (o) 1. 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.
2. A pupil may be suspended from school or recommended for expulsion if the superintendent or other principal of the school in which the student is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.
3. A pupil in any grades 4 - 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in, an act of hate violence as defined in subdivision (e) of Section 33032.5.

SUSPENSION AND/OR EXPULSION GENERAL INFORMATION

1. No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to, any of the following and related to school activity or attendance which occur at any time, including but not limited to, any of the following:
 - (a) While on school grounds.
 - (b) While going to or coming from school.
 - (c) During the lunch period, whether on or off the campus.
 - (d) During, or while going to or coming from, a school sponsored activity.
2. Students accumulating 20 days of in-school and/or home suspension are subject to involuntary transfer to an alternative program.
3. Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to persons or property **even though the offense is not defined in this Conduct Code.**

4. Students and parents have a right to appeal disciplinary action taken against a student. A meeting must be requested with the principal or designee prior to any further appeal (E.C. 48914).

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. (Amend. Stats. 1989, Ch. 1306)

CAUSES FOR MANDATORY RECOMMENDATION FOR EXPULSION (E.C. 48915)

1. **TO CAUSE SERIOUS PHYSICAL INJURY** to another person, except in self-defense (E.C. 48915 and 48900, sub-section a).
Note: Serious physical injury means a serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement (P.C. 243).
2. **TO POSSESS, SELL OR OTHERWISE FURNISH ANY FIREARM, KNIFE EXPLOSIVE, OR OTHER DANGEROUS OBJECT** unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is approved by the principal or principal's designee (E.C. 48915 and 48900, sub-section b).
3. **TO POSSESS, FURNISH OR SELL ANY CONTROLLED SUBSTANCE** as defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind (E.C. 48900, sub-section c and 48915, sub-section a-3).
4. **TO OFFER, ARRANGE, OR NEGOTIATE TO SELL ANY CONTROLLED SUBSTANCE** as defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind (E.C. 48900, sub-section c, and 48915, sub-section a-3).
5. **TO COMMIT OR ATTEMPT TO COMMIT ROBBERY OR EXTORTION** (E.C. 48915 and 48900 sub-section e)
6. **TO THREATEN, ATTACK, OR COMMIT ASSAULT OR BATTERY ON SCHOOL PERSONNEL OR ANY ADULT VOLUNTEER PERFORMING DUTIES OF SCHOOL STAFF** (Penal Code Sec. 240, 242; E.C. 48900, sub-section a; E.C. 44014).

Note: A student on expulsion or suspended expulsion will not be allowed to participate in extra-curricular/co-curricular activities, which will include, but not be limited to, field trips athletic events, drama events, prom, dances, student government, and band events.

Note: If the principal deems expulsion inappropriate, he/she must report in writing to the superintendent who will advise the governing board that expulsion is inappropriate due to the nature of the particular circumstances which shall be indicated in the report of the incident (E. C. 48915).

CAUSES FOR HOME SUSPENSION OR OTHER ALTERNATIVE CONSEQUENCES

1. When "suspension" is indicated on the following pages, the site administrators will determine whether the consequences should include, but not be limited to, home suspension, in-school suspension, Saturday school, detention, campus beautification or conflict management.
2. Students who are assigned Saturday school must report before 8:00 a.m. And will be dismissed at 12:00 noon. Students who are sent home early from Saturday school will be subject to re-assignment and/or in-house suspension.
3. Students who fail to report to Saturday school may be suspended on the first school day of attendance following the Saturday school and reassignment of Saturday School.
4. Student may be suspended on the first offense if it is determined that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process (e.c. 48900.5).

HOME SUSPENSION:

1. Student is expected to be under the supervision of a parent during school hours when serving suspension days at home (7:00 a.m. to 4:30 p.m.). Student shall not appear on or about any school in the District during the period of suspension, (except in the case of in-school suspensions), unless coming to the office on official business with the parent/guardian and by prior arrangement with a school administrator.
2. Student is not to attend or participate in any school-sponsored event on or off the school campus during suspension. This is extended to include weekend and holiday activities, and would include, but not be limited to, field trips, athletic events, drama events, prom, dances, and band events.
3. Violation of suspension rules may result in a minimum consequence of a warning and a maximum consequence of a referral to the appropriate law enforcement agency, which may result in an arrest.
4. The responsibility of obtaining and doing class work lies with the student.

SUPERINTENDENT'S SUSPENSION:

Note: A Superintendent's suspension is an extended suspension of a pupil who has been recommended for expulsion. The suspension lasts until the Board of Education rules on the expulsion.

1. The student is expected to be under the supervision of a parent during school hours when serving superintendent's suspension (7:00am to 4:30 pm). Students shall not appear on or about any school in the District during the period of suspension, unless coming to the office on official business with the parent/guardian and by prior arrangement with a school administrator.
2. Student is not to attend or participate in any school-sponsored event on or off the school campus during the extended suspension.
3. Violation of suspension rules may result in a minimum consequence of a warning and a maximum consequence of a referral to the appropriate law enforcement agency, which may result in an arrest.

**LIBERTY RANCH HIGH SCHOOL
2011-2012 DISCIPLINE PLAN**

48900(k) DISRUPTION OF SCHOOL ACTIVITIES OR DEFINACE OF SCHOOL AUTHORITY

Although each incident will be evaluated and the Administrator will determine appropriate discipline, **the following will serve as a guide.** A student may be suspended or expelled and or cited/arrested for acts enumerated below that are committed while on school grounds, while going to or from school; during lunchtime whether off or on campus; while going to or coming from school sponsored activities.

OFFENSE	DISCIPLINARY ACTION
GANG RELATED ACTIVITIES 48900(a-1), 48900(k)	1 ST : Warning and note in file 2 ND : 3 day home suspension and law enforcement contact 3 RD : 5 day home suspension 4 TH : 5 day home suspension and recommend expulsion
FIGHTING 48900(a-1)	1 ST : 5 day suspension, parent conference with asst. principal, and behavior contract 2 ND : 5 day home suspension and recommend expulsion
BATTERY 48900(a-2)	
WEAPONS 48900(b)	1ST: 5 day home suspension, report to law enforcement, and recommendation for expulsion
DRUGS AND ALCOHOL (USE) 48900(c), 48900(j)	1ST: 5 day home suspension, referral to law enforcement and counseling, and possible recommendation for expulsion 2ND: 5 day home suspension and recommend expulsion
(DEALING) 48900(c), 48900(d), 48900(j)	1ST: 5 day home suspension, referral to law enforcement and counseling, and recommend expulsion
ROBBERY OR EXTORTION 48900(e)	1ST: 5 day home suspension, referral to law enforcement, and possible recommendation for expulsion 2ND: 5 day home suspension, and recommend expulsion
VANDALISM 48900(f)	1ST: 5 day suspension, referral to law enforcement, and possible recommendation for expulsion 2ND: 5 day suspension, and recommendation for expulsion and reimbursement for damages
TOBACCO 48900(h)	1ST: 3 day home suspension and/or referral and completion of a cessation program. 2ND: 5 day home suspension, referral to law enforcement. 3RD: 5 day home suspension and recommend expulsion
PROFANITY 18900(i)	1ST: Saturday school 2ND: 3 day home suspension 3RD or more: 5 day home suspension
FAILURE TO SERVE DETENTION 48900(k)	Assignment of Saturday School
THEFT 48900(g)	Follow Ed Code
RECEIVING STOLEN PROPERTY 48900(l)	Follow Ed Code

SEXUAL HARASSMENT 48900.2	Follow Ed Code
HATE CRIMES 48900.3	Follow Ed Code

TITLE IX

Title IX of the education amendments of 1972 of the United States

Government contains the following Statement:

“No person shall on the basis of sex be excluded from participation in or be denied the benefits of or be subjected to discrimination under any academic extracurricular research occupational training or any other education program or activity operated by a recipient. (97.31 (a).”

1. It is the full intent of Liberty Ranch High School District, its officers, employees, that there be no discrimination on the basis of sex. The Board of Trustees has adopted grievance procedures to be followed by students, parents, and employees at any time it is their judgment that the district is not complying with Title IX. Copies of the grievance procedure are available at the office of the District Superintendent in the administration building.
2. The Superintendent, whose phone number is 209-745-0249, has been designated by the Board of Trustees as the Title IX coordinator for Galt Joint Union High School District.
3. Student, parents, and employees are invited to discuss any aspect of Title IX regulations or grievance procedures with the Superintendent or his representative whenever necessary.