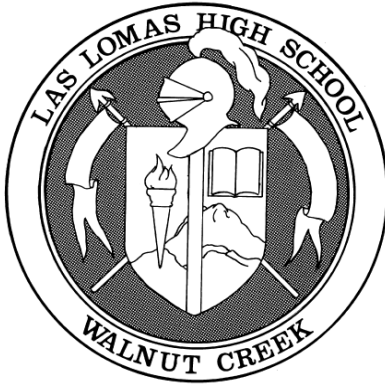


LAS LOMAS HIGH SCHOOL



STUDENT HANDBOOK 2016-2017

1460 South Main Street
Walnut Creek, California 94596

Telephone: (925) 280-3920 · Fax: (925) 280-3921
24-Hour Attendance Recorder: (925) 280-3923

Website: <http://www.acalanes.k12.ca.us/laslomas>
Staff e-mail: (first initial)(last name)@acalanes.k12.ca.us

Property of: _____

Address: _____

Phone: _____

Front Cover Design: Nathan Merz
Rear Cover Design: Maggie McGlynn

Welcome to 2016-2017

Dear Students,

On behalf of the staff at Las Lomas High School, I would like to welcome you to the 2016-2017 school year. The Las Lomas staff is committed to providing you with an outstanding educational environment where you will be able to expand your academic knowledge and build lasting relationships.

High school is a memorable time in your life and I encourage you to work hard pursuing academic excellence while also involving yourself in the wide array of extra- and co-curricular activities at Las Lomas.

Las Lomas is a National Blue Ribbon recipient for academic excellence and your active and positive participation will play a key factor in our school's success.

Las Lomas has a rich history. I am eager to find out what positive contribution you will make to carry on the dynamic legacy of Las Lomas. A Knight must: do the right thing, treat others how you want to be treated, and help make Las Lomas a better place.

Enjoy your school year,

Mr. Campbell, Principal

Table of Contents

Administrative & Support Staff.....	5
Academic Policies.....	12
Associated Student Body (ASB).....	15
Athletics.....	16
Attendance Policies.....	10
Bell Schedules.....	8
Counseling.....	13
Discipline.....	23
Emergency Procedures.....	19
Final Exam Schedules.....	8
Friday School.....	24
Important Dates.....	7
Library.....	9
Public Notice of Nondiscrimination.....	30
School Nurse/Health Services.....	9
School Policies.....	19
Where do I go for...?.....	6

Acalanes Union High School District Mission Statement

We educate every student to excel and contribute in a global society.

Las Lomas High School Mission Statement

We engage all students in relevant and rigorous learning, foster connections in a caring community, and develop well-rounded individuals.

Climate of Respect

We are committed to maintaining a safe school environment that is free from all forms of harassment and discrimination. Prompt and effective steps will be implemented when allegations of harassment and/or bullying occur. Harassment and/or bullying on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, and/or other legally protected category is a violation of AUHSD policy and federal law. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. Additionally, racism, sexism, homophobia and ethnic, cultural, and religious intolerance are not accepted in classrooms or on campus at any time. We encourage students to notify school staff if they are being harassed/bullied or suspect that another student is being victimized. Students do not have to endure harassment/bullying under any circumstance. Any complaint of harassment/bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with district policy.

Schoolwide Learning Outcomes

What all students should know, understand, and be able to do upon graduation from Las Lomas High School:

1. Be responsible individuals who:
 - Take ownership for their own behavior and meet school expectations
 - Learn and apply effective study skills
 - Value diversity and equity
 - Make healthy lifestyle choices
 - Establish and accomplish student-centered goals
 - Encourage and develop self-advocacy skills
2. Acquire common core of academic and career/technical knowledge
 - Meet or exceed Acalanes Union High School District content and skill standards
 - Develop skills necessary to demonstrate technological competency
 - Develop creative expression through art
3. Demonstrate complex thinking skills
 - Apply, analyze, synthesize, model, and evaluate
 - Demonstrate problem solving, decision-making, conflict resolution, and collaborative skills
 - Integrate knowledge across the disciplines
4. Communicate effectively
 - Demonstrate concise speaking and writing
 - Read for understanding
 - Actively listen
 - Work effectively in collaborative groups

Administrative and Support Staff

District Office: (925) 280-3900

MAIN OFFICE (925) 280-3920
Principal: Matt Campbell
Administrative Assistant: Yvonne Richmond
Finance Technician: Terri Humann

ATTENDANCE OFFICE

Associate Principals: Amy Geotina
David Granzotto
Amanda Renno

Attendance Technician: Patty See
Attendance/Health Clerk: Dawna Huff
Nurse: Kathi Mooney

COUNSELING OFFICE

Lead Counselor: Hanalee Washburn
Counselors: Amelia Whalen
Kara Bloodgood
Marilyn Lewis-Hampton
Valerie Wright-Smith
Intervention Specialist: Claire Arbour

Registrar: Beth Chastain
Psychologist: Anneliese Pearce
Testing Coordinator: Allison Ridenhour
College/Career Advisor: Ellen Smith

LIBRARY

Librarian: Mary Walfoort
Library Assistant: Nelson Bermudez

STAFF

Head Custodian: Tom Pettry
Day Custodian: Antonio Saldana
Campus Supervisors: Jim Taylor
Ronnie Hum

Where do I go for...?

Absences/Pass to Leave Campus.....	(925) 280-3923 / Attendance Office
Appointments with teachers.....	E-mail teacher directly: <i>(first initial)(last name)@acalanes.k12.ca.us</i>
Athletic Clearances.....	School Website/Athletic Director
Athletic Eligibility/Appeals.....	Attendance Office
Book and Library Fines.....	Library
Bulletin Announcements.....	Main Office
Calendars.....	Principal's Administrative Assistant
Class Changes.....	Counseling Office
Driver Insurance Forms.....	Counseling Office
Fines.....	Attendance Office (Finance Technician)
Health Services.....	Nurse
Homework Requests.....	School Loop/E-mail Teacher
Injury Reports (for students).....	Nurse/Attendance Office
Jobs (for students).....	College/Career Center
Library Fines.....	Library
Lunch, Federal Assistance.....	District Website/District Office
Locker Problems.....	Attendance Office
Lost and Found (General).....	Attendance Office
Lost and Found (Athletic).....	PE
Pictures (School and Senior).....	Attendance Office (Finance Technician)
Parking Permits.....	Attendance Office
PE Clothes.....	Attendance Office (Finance Technician)
Student Body Card Replacement.....	Attendance Office (Finance Technician)
Student Body Accounts.....	Attendance Office (Finance Technician)
Technology/Passwords.....	Library
Textbook Fines.....	Attendance Office (Finance Technician)
Transcripts.....	Counseling Office
Work Permits.....	Main Office

Important Dates 2016-2017

First Day of School.....	August 22
Labor Day (No School).....	September 5
Back to School Night.....	September 15
Homecoming Week.....	October 17-21
Homecoming Rally/Game.....	October 21
Homecoming Dance.....	October 22
No School.....	October 10
PSAT.....	October 15
End of 1 st Quarter.....	October 28
Veteran's Day Holiday (No School).....	November 11
Thanksgiving Break.....	November 21-25
Minimum Day.....	December 16
Winter Vacation (No School).....	December 19-Jan. 2
Martin Luther King, Jr. Day (No School).....	January 16
Fall Semester Finals.....	January 17-20
End of 2 nd Quarter/1 st Semester.....	January 20
Teacher Work Day (No School).....	January 23
Open House.....	February 2
President's Weekend (No School).....	February 17-20
Junior Prom.....	March 25
End of 3 rd Quarter.....	March 31
Spring Vacation (No School).....	April 3-7
AP Testing.....	May 1-12
CAASPP Testing.....	May (TBD)
Senior Ball.....	May 20
Memorial Day (No School).....	May 29
Senior Reflection Night.....	June 4
Spring Semester Finals.....	June 6-9
End of 4 th Quarter/2 nd Semester.....	June 9
Graduation/All-Knighter.....	June 9

SAT and ACT Exams

SAT:	Oct 1	Nov 5	Dec 3	Jan 21	Mar 11	May 6	June 3
ACT:	Sept 10	Oct 22	Dec 10	Feb 11	Apr 8	June 10	

Students register for SAT and ACT exams online. SAT exam registration is at www.collegeboard.org. ACT exam registration is at www.actstudent.org.

Las Lomas administers selected SAT exams only and does not administer the ACT exam on site.

Bell Schedules

Regular Schedule

Period 1: 8:00-8:50
 Period 2: 8:55-9:45
 Brunch: 9:45-9:55
 Period 3: 10:00-10:50
 Period 4: 10:55-11:45
 Lunch: 11:45-12:20
 Period 5: 12:25-1:15
 Period 6: 1:20-2:10
 Period 7: 2:15-3:05

Wednesday Schedule

Period 1: 8:35-9:20
 Period 2: 9:25-10:10
 Brunch: 10:10-10:20
 Period 3: 10:25-11:10
 Period 4: 11:15-12:00
 Lunch: 12:00-12:35
 Period 5: 12:40-1:25
 Period 6: 1:30-2:15
 Period 7: 2:20-3:05

Rally Schedule

Period 1: 8:00-8:46
 Period 2: 8:51-9:37
 Brunch: 9:37-9:47
 Period 3: 9:52-10:38
 Period 4: 10:43-11:29
 Rally: 11:34-11:57
 Lunch: 11:57-12:32
 Period 5: 12:37-1:23
 Period 6: 1:28-2:14
 Period 7: 2:19-3:05

Assembly Schedule

Period 1: 8:00-8:43
 Period 2: 8:48-9:31
 Brunch: 9:31-9:41
 Period 3: 9:46-10:29
 Period 4: 10:34-11:17
 Assembly: 11:22-12:05
 Lunch: 12:05-12:41
 Period 5: 12:46-1:29
 Period 6: 1:34-2:17
 Period 7: 2:23-3:05

Final Exam Schedules

Fall Semester

	<i>Tuesday 1/17</i>	<i>Wednesday 1/18</i>	<i>Thursday 1/19</i>	<i>Friday 1/20</i>
8:00-10:00	Period 0	Period 1	Period 2	Period 3
10:00-10:15	<i>Brunch</i>	<i>Brunch</i>	<i>Brunch</i>	<i>Brunch</i>
10:20-12:20	Period 4	Period 5	Period 7	Period 6

Spring Semester

	<i>Tuesday 6/6</i>	<i>Wednesday 6/7</i>	<i>Thursday 6/8</i>	<i>Friday 6/9</i>
8:00-10:00	Period 0	Period 5	Period 4	Period 7
10:00-10:15	<i>Brunch</i>	<i>Brunch</i>	<i>Brunch</i>	<i>Brunch</i>
10:20-12:20	Period 2	Period 1	Period 6	Period 3

Early Final Exams

Under normal conditions, students will not take final examinations in advance of the scheduled time before the close of the semester. Any student who fails to take final examinations shall be required to make up these examinations upon his/her return to school the next regular semester. (AR 5121)

Library

Library hours are Monday, Tuesday, Thursday, and Friday 7:30am to 5:45pm and Wednesday 8:15am to 5:45pm on school days. Students may use the library for reading, research, study, and book club meetings. Library resources include a printer, copier, scanner, 32 computers, databases, and an indoor and outdoor classroom. Books are checked out for two weeks; pamphlets and reference materials for one week. Fines are charged for overdue/lost materials.

Library rules are:

1. We are committed to keeping an environment conducive for studying. Voices are to be kept low; conversations should not be able to be heard a few feet away. Turn cell phones off. Use headphones as needed; headphones may be checked out at the circulation desk.
2. During class time students must bring a pass from their classroom teacher and sign in at the circulation desk.
3. No food or drinks are allowed, except for water bottles with a screw-top.
4. All district policies and student handbook technology rules apply.

School Nurse/Health Services

The School Nurse's Office is located in the Attendance Office. Las Lomas has a School Nurse present part-time. The School Nurse is a Registered Nurse with a specialized credential in School Health and post-graduate level education. The School Nurse's Office has facilities for students who become ill, need first aid, or require medical assistance.

AUHSD School Nurse services include:

- Management of student health/medical issues
- Medication administration and training
- Hearing and Vision Screening
- Case Management, including Individualized Healthcare Plans for students with significant health problems (diabetes, seizures, asthma, severe allergies)
- First aid and emergency care, including Student Injury Reports
- Health and Safety Programming
- Health Education: individual and group

Student Illness and Injury

Students who are too ill to continue classroom activities should report to the Attendance Office with a pass from their teacher. The student's parent/guardian will be notified of the situation and will be expected to make appropriate arrangements for the student to leave campus.

It is critical that all emergency numbers be kept up-to-date in the event of student illness or emergency. Students are advised to have this information with them at all times.

Injuries: A Student Injury Report must be completed by staff at the time of injury and processed by the School Nurse. Forms are available in the School Nurse's Office and PE & Athletic Trainer's Office.

Students must sign in and out with the Attendance Office before leaving campus in case of injury or illness. Parents/guardians, please bring medical documentation indicating reason for being seen, permission to return to school, and plan for evaluation after MD visit.

Students who are ill are encouraged to stay home. Students experiencing a fever (without medication) and/or any infectious symptoms such as vomiting/diarrhea are asked to stay home until they are symptom-free for at least 24 hours.

ATTENDANCE POLICIES

California Education Code 48200: Compulsory Education

Each person between the ages of 6 and 18 years not exempted under the provisions of this chapter or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 (commencing with Section 48400) shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the schooldays by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the schooldays by the governing board of the school district in which the residence of either the parent or legal guardian is located.

Absence Procedures

Regular school attendance plays a key role in student achievement and every effort should be made for students to be in class daily. We recognize that circumstances sometimes make it impossible for a student to be in school. California Education Code 48205 outlines which types of absences are excused and which are unexcused:

Excused Absences (per EC 48205)		Unexcused/Tuancy
Illness	Religious Holidays	Leaving campus without permission
Medical/Dental Appts.	Court Appearances	Tardies over 30 minutes
Funeral Services	Jury Duty	Absences not cleared within 24 hours
Immunization Exclusions		Vacations /Personal*

- *Per Administrative Regulation 5113, the AUHSD allows students to make up work for the following absences: college visits, working election polls, suspensions, family vacations, school activities
- Students must sign in and out in the Attendance Office whenever coming to or leaving campus during the school day for any reason, including being late to 1st period.
- To clear an absence, a parent or guardian must call the attendance recorder. **Absences not cleared after 24 hours will be recorded as unexcused.**
- Students leaving for appointments during school day must:
 1. Have a parent call the recorder prior to the time of the appointment.
 2. Pick up a Leaving-the-Grounds pass in the Attendance Office.
 3. Sign out on the sheet in the Attendance Office.
 4. Sign in upon return if returning the same day.
- Students coming to school late must:
 1. Sign in on the sheet in the Attendance Office.
 2. Make sure a parent/guardian calls the recorder to clear the absence within 24 hours.
- Students must obtain parent/guardian permission and sign out through the Attendance Office before leaving campus. Failure to follow these procedures will result in the absence recorded as a cut. Parents/guardians are unable to clear this type of absence after the fact.
- If a parent needs to excuse a student and the student is unaware that they need to leave, the parent should call the Attendance Office. The Attendance Office will locate the student and pass on the information.
- Contact teachers directly regarding absence corrections. There is a form in the attendance office.

18-year Old Students

When a student reaches the age of 18, they are permitted by California Education Code 46012 to verify their own absences from school and to assume those responsibilities formerly charged to the parent/guardian. Before receiving approval, the student must request the 18-year old form from the

Attendance Office, get it signed by their parent/guardian, and return it to the Attendance Office. The procedures for absences are the same for 18-year old students as for all other students. An automated dialer and email will continue to go home for unverified absences. Students are reminded that with the right comes the responsibility of verifying their absences within the time allowed. **Students are to remain on campus during brunch and lunch.**

Attendance Recorder

To report a full- or partial-day absence, a parent or guardian must:

1. Call (925) 280-3923.
2. SPELL the student's full legal name SLOWLY.
3. State the date and duration of absence (you must call each day if duration is unknown)
4. Reason for absence
5. Name of person calling and relationship to student
6. Authorized 18-year olds must identify themselves as 18-year olds

Excessive Excused Absences

Students who have 15 or more excused absences, not including verified medical appointments, will be required to provide verification from a physician to clear additional absences.

Student Attendance Review Board (SARB)

For unexcused absences, cuts, and/or excessive absences, students will be referred to the district's SARB.

Unexcused Absences:

Consequences for habitual cuts are as follows:

6 cuts:	1 hour of detention, SARB warning
9th cut:	1 hour of Friday School, SARB Step 1: letter
12th cut:	2 hours of Friday School, SARB Step 2: SART conference
15th cut:	3 hours of Friday School, SARB referral

Tardies

Students are expected to arrive at each class on time. Consequences for habitual tardies are as follows:

9 tardies:	Conference, Parent Contact, Detention
11 tardies:	Conference, Parent Contact, Friday School
13 tardies:	Conference, Parent Contact, Friday School
15 tardies:	Conference, Parent Contact, Friday School

Attendance Requirements for After School Events

Students must attend school at least half a day in order to practice or participate in any sport or after school event (athletic event, performing arts, etc.). If the event is held on Saturday, the student must attend at least half of the school day on Friday. Any exception must be made in writing by the principal.

Make-up Work (BP 6154)

A student with an excused absence from school shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and, upon satisfactory completion, shall be given full credit therefore. Assignments must be made up by the student within two days of his/her return to school for the student to receive credit. For prolonged absences (three days or longer) the time for completing missed assignments shall be determined by the teacher. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments which the student missed during the absence. Long term assignments are due on the assigned due date unless other arrangements are made with the teacher.

ACADEMIC POLICIES

Academic Honesty

Honest behavior is an expectation for all students in the Acalanes Union High School District.

Examples of Academic Dishonesty

1. Cheating:

- a. Giving or using of external assistance relating to an assessment without expressed permission of the teacher.
- b. Copying any work or allowing another student to copy one's work. All work submitted must be that of the individual student.
- c. Falsifying or inventing any academic work.
- d. Having another student, parent, or other adult write or make major changes to student work.

2. Unauthorized Collaborating: Collaborative work will be at the direction of the teacher and be documented according to assignment guidelines.

3. Plagiarizing: Presenting another's ideas, words, or work as one's own.

4. Unauthorized altering, taking or publishing of any student, teacher, or school materials

Violations of Academic Honesty

Possible Consequences for Academic Dishonesty

1. Student meets with Administrator, Counselor, and Parent
2. Student may lose credit for assignment
3. Student may be assigned an alternative equivalent assignment
4. Student may be scheduled for meetings with a Counselor
5. An intervention or discipline notation may become part of the student's record
6. Student may be assigned Detention
7. Student may be assigned Saturday School
8. Student may be assigned Community Service
9. Depending on the circumstances, the student may be placed on one or more days of in-house suspension
10. If no other means of correction is reasonable or if all other means of correction have been attempted and been unsuccessful in remediating the behavior(s), the student may be placed on out-of-school suspension for one or more days

In instances when Academic Dishonesty is combined with other disciplinary violations, including, but not limited to theft and/or vandalism, all appropriate consequences will be considered.

Communication Guidelines

We value maintaining open and direct lines of communication with students and parents. To facilitate effective two-way communication, students and parents should communicate directly with the teacher and/or counselor as needed. In some instances, site administrators and/or district office personnel will support the communication process. **Timeline**

As a guideline, any communication via e-mail or telephone, should receive a response within 48 hours (excluding weekends and holidays). This would include communication from parents as well as staff. If there is no response within 48 hours, please e-mail or call again stating that this is the second attempt at communication. The 48-hour guideline may be affected by illness, conferences, or technology problems.

COUNSELING

Counseling Office

The Las Lomas Counseling Office provides a variety of services. Students are assigned to counselors by alphabet (first letter of last name). Counselors meet with students individually and in groups. The counseling program is preventative in design and developmental in nature. Counselors assist students with academic development, post-secondary planning, and personal/social development. Counselors are responsible for registration, class selection, and scheduling processes. Counselors also monitor completion of graduation requirements and assist with the college admissions process. Individual concerns of students will be handled by the counselors, who may work in conjunction with teachers, administrators, psychologists, or community professionals to whom individuals are referred.

Graduation Requirements

In order to graduate and receive a Las Lomas diploma, you must earn 240 credits (5 credits for each class each semester) as follows:

- 40 credits English
- 20 credits Mathematics (Completion of Algebra 1 and 2 semesters beyond Algebra 1)
- 10 credits Biological Science
- 10 credits Physical Science (Chemistry, Physics, Geology)
- 10 credits World History and Geography
- 10 credits US History
- 10 credits US Government/Economics
- 20 credits World Language, ASL, Visual Arts, Performing Arts, Career Tech *
- 20 credits Physical Education (including 9th grade Health)
- 90 credits Electives

*Students must take one year each in two of these five areas.

Report Cards and Progress Reports

Grades are updated at least once every four weeks and are available at all times on School Loop. Semester grades are mailed home approximately a week after the end of the semester. Quarter grades are available approximately a week after the conclusion of the quarter. Progress reports will be available in the middle of each quarter through the following website: <https://pass.acalanes.k12.ca.us/abi>
Parents/guardians will receive information on how to log in to this system.

College and Career Center

The College and Career Center is managed by the coordinator and staffed by parent volunteers. The center maintains an extensive library of college, trade, technical, and specialized school catalogs that students may check out. Also available are college reference books, help planning college searches, scholarship information, financial aid information and applications to colleges. College test information (SAT, SAT Subject Tests, and ACT) as well as sample test books may be checked out. College representatives from all over the country schedule visits that juniors and seniors may attend.

California Scholarship Federation (CSF)

Membership requirements:

1. D or F grade in any subject disqualifies; U in citizenship disqualifies
2. A maximum of five (5) courses may be used to compute points
3. A student must earn 10 points:
 - a. 4 points must be from list I
 - b. The first 7 points including the 4 points described in I must be from Lists I and II.
 - c. The remaining points may come from any List I, II, and III. (See advisors for lists)
 - d. No CSF points are given for P.E., T.A., repeated courses, or courses taken on a pass or fail basis.
4. CSF points are granted as follows:
 - Grade of A = 3 CSF points
 - Grade of B = 1 CSF points
 - Grade of A in Honors/AP courses = 4 CSF points
 - Grade of B in Honors/AP courses = 2 CSF points
 - Grade of C = 0 CSF points

Note: Most AP courses are considered to be Honors courses. Also under limited circumstances summer school may also be used. Please check with advisors to determine points earned.

Rules for obtaining Life Membership and/or 100% membership status and graduating with honors:

- 1) Student must be a full member of CSF for at least four (4) semesters.
 - a. These memberships are based on grades earned in the 10th, 11th, and 12th grades. Students must reapply each semester.
 - b. All memberships are based on grades earned during the previous semester.
- 2) Life membership is earned by being a member four of your six final semesters. At least one semester must be in your senior year.
- 3) The only exceptions to these rules would be for a student completing high school at the end of the 11th grade.

Tutoring/Peer Tutoring

Many teachers are available during lunch and/or after school for extra help. A tutoring schedule is available in the counseling office. The College/Career Center also has a list of peer tutors who are willing to help you with classes you may be struggling with.

Community Services

Alcohol and Drug Treatment

Alcoholics Anonymous	(925) 939-4155
Alcohol & Drug Abuse Council	(925) 932-8100
Alanon/Alateen	(925) 705-1905
Narcotics Anonymous	(925) 685-HELP
Thunder Road (Oakland)	(510) 653-5040

Crisis Intervention and Help

Children's Protective Services	(877) 881-1116
Crisis/Suicide Prevention	(800) 833-2900
Domestic Violence Hotline	(888) 215-5555
Grief Crisis Hotline	(800) 837-1818
Rape Crisis Hotline	(800) 670-7273
Runaway Hotline	(800) 718-4357
Youth Crisis	(800) 843-5200

ASSOCIATED STUDENT BODY (ASB)

ASB Leadership Positions

ASB President	Thomas Henri
ASB Vice President	Liam McCormick
ASB Secretary	Baylee Wechsler
ASB Treasurer	Julia Wang

Student Body Cards

Student body cards support the leadership class financially. By purchasing and possessing a student body card, students receive discounts on many school activities and are admitted to all dances and home athletic events free (regular season only). Lost cards can be replaced in the Main Office for a \$10 fee. ASB cards must be in your possession at all times for security reasons.

Dances

Proper conduct including appropriate dress (SEMI-FORMAL), behavior and language is expected of students at all dances. Dancing should conform to standards of decency and good taste. Students who use drugs, including alcohol, or behave inappropriately, including fighting, are subject to school suspension and other disciplinary action. Inappropriate behavior may result in the loss of privilege of attending student activities (dances, athletic contests, assemblies, rallies, etc.).

All dances will be conducted according to the following rules:

1. ALL students will be subjected to a breathalyzer test.
2. All students shall adhere AUHSD dress code policy.
3. Las Lomas students must present student I.D. at the door.
4. Doors close 60 minutes after the dance begins; late arrivals will not be admitted.
5. No tickets will be sold at the door.
6. Students leaving the dance will not be readmitted.
7. Guest passes are required for non-Las Lomas students. Obtain a guest pass from the school website prior to the dance. Guest passes must be completed and turned in to an administrator and approved BEFORE a ticket may be purchased. Only one guest pass, per student, per dance. Guest must enter/leave the dance with student host.

ATHLETICS

Eligibility Requirements

Students participating in extra/cocurricular activities, grades 9-12, will meet state and local eligibility standards relating to specific organizations, such as California Interscholastic Federation (CIF).

Requirements for participation in extra/cocurricular activities, grades 9-12, are as follows:

1. The academic eligibility standard is a minimum of 2.0 and satisfying the NCS and CIF requirements.
2. Students must maintain progress towards high school graduation per Board Policy 5123.
3. A student must maintain satisfactory citizenship (behavior) as defined in school and district policy.

Eligibility Related to Student Behavior

A student must maintain satisfactory behavior as defined in school and district policy. Students suspended from school will have their eligibility suspended and may be removed from the team and/or activity.

Additionally, students may have their eligibility suspended or be removed from the team and/or activity for substantiated infractions outside of school.

Consequences for School Suspensions

When a student is suspended from school, the following consequences will apply:

1. The student is prohibited from attending practice, contests, and/or performances during each day (1-5 days) of the school suspension.
2. The student is prohibited from participating in contests and/or performances for five school days for every one day of school suspension. EXAMPLE: A five day school suspension will result in being prohibited from participating in contests, events and/or performances for 25 school days including days for school suspension.
3. Following the completion of a school suspension of one to five days, the student may be allowed to attend and/or participate in practices and/or rehearsals.
4. Students suspended for offenses related to drugs and alcohol may be allowed to participate with the AUHSD Brief Intervention counseling program. Successful completion may reduce days and suspension and school days of ineligibility.

EXAMPLE: A five day school suspension is reduced to a three-day school suspension and ineligibility will be reduced from 25 school days to 15 school days.

Consequences related to extra/co-curricular participation arising from a school suspension are not subject to appeal. Additional rules affecting athletic eligibility are outlined in the Coaches Handbook of the district.

Athletic Appeals

Academically ineligible students may file for an appeal hearing once during their four-year eligibility. The appeal process is as follows:

1. A student who has been declared academically ineligible may appeal to the Eligibility Committee. Appeals must be made in writing within two weeks following the close of each quarter grading period and within two weeks from the beginning of the first quarter of school.
2. The principal at each school will establish an Eligibility Committee and appoint a chairperson thereof.
3. The committee will meet within one week after grades are issued or an appeal request is received.
4. During the intervening time, the student will be eligible to participate in a tryout period only if it is a sport or activity that has a limited roster size (cuts are made). The student is prohibited from participating in any extracurricular or cocurricular activities including games and scrimmages with another school during the tryout period. If the student does not make the activity or team, the request for the eligibility will be terminated and null and void.
5. Eligibility appeals must be based on severely extenuating circumstances beyond the student's control.
6. Students must attend committee meetings on their appeal. Parents/guardians shall be invited to attend committee meetings involving their children/wards.
7. Committee decisions are to be made in writing and shall be given to students and their parents/guardians.

8. The committee shall either affirm the ineligibility or grant probationary eligibility for not more than one grading period.

The Eligibility Committee at each school shall consist of the principal or an administrator designated by the principal, a guidance person, and an athletic director and/or Director of Student Activities. The appellant may select a student, chosen by the student body president and/or a teacher to be present at the committee meeting.

Transportation to Athletic Events

Transportation by bus—AUHSD Board Policy 3541.1 and Ed. Code 35330 - 35332

1. Transportation to and from all off-campus student activities shall be in school buses, except that the principal may authorize any school employee or parent who has completed the appropriate district form to carry students in the private car of such employee or parent.
2. Adequate faculty and/or adult supervision must be provided for activities when school buses are used. It will be the responsibility of the school principal to determine adequate supervision.
3. Teachers, advisors, and coaches shall assume major responsibility for the maintenance of proper and safe student conduct at all times.
4. No unauthorized passengers may ride a school bus.
5. School employees transporting pupils to and from school functions are covered by school liability policies.
6. When pupils are being transported for school activities, parents providing such transportation are eligible for secondary insurance coverage, if the principal authorizes such transportation.

Transportation by auto

1. Students are not allowed to drive themselves or others to athletic contests that are scheduled immediately after school.
2. Adults who have completed the appropriate district forms may, under the direction of the head coach, drive students to athletic contests.
3. Under no circumstances are those who are driving to have more than seven (7) students plus the driver in any vehicle. If there are more than seven students plus the driver, a regular bus driver's license is mandatory. Also, NO RECREATIONAL VEHICLES, motor homes, open vehicles et. al. are to be used, regardless of numbers of passengers.
4. The only time athletes may arrive at an athletic contest without traveling in transportation coordinated by the school is:
 - a. On a Saturday, when the contest is at a district school and it is the parent's responsibility to provide transportation to the site of the contest.
 - b. When the contest is in the evening at one of the schools in the district and it is the parent's responsibility to provide transportation to the contest.

Spectator Sportsmanship

The purpose of sportsmanship is to promote your team positively.

1. All spectator activity and actions are to be positive, respectful of all athletes, officials, coaches, cheerleaders, staff, and fans.
2. At Basketball games, sitting or standing in the area near the basket is not permitted. Spectators are to remain seated in their own designated area throughout the entire contest. Fans may stand last two minutes of the game.
3. No derogatory or distracting activity behind the basket area is permitted while free throws are occurring.
4. Spectators are to remain off the playing floor before, during, at half time, and after games.
5. Tape decks, radios, portable telephones, and other amplified sound devices are not permitted in the spectator seating area.
6. Air-horns, confetti, bells, whistles and other noisemakers are not permitted.
7. Possession and use of laser devices are prohibited.
8. Masks, face-painting, or any device to make identification of spectators difficult for security or school personnel is not permitted.
9. Spectators may not sit in the row closest to the court unless game is sold out.

Sports by Season

Fall	Winter	Spring
Cross Country Football Golf, Girls Tennis, Girls Volleyball, Girls Water Polo	Basketball Soccer Wrestling	Baseball Golf, Boys Lacrosse Softball Tennis, Boys Track Swimming/Diving

Sports Schedules

For current sports schedules, please visit the Las Lomas website, www.dfal.org and/or www.cifnics.org

SCHOOL POLICIES

Closed Campus

Once a student arrives at school at the start of the day, s/he may not leave the school campus until dismissal time. All students, including 18 year olds, must remain on campus during brunch and lunch as well as during the instructional part of the school day. Students who must leave campus for a valid reason (medical, dental appointment) must have parental permission and obtain a pass from the Attendance Office prior to leaving. When a student returns from a medical or dental appointment, s/he must bring doctor verification for the absence to be cleared in the Attendance Office. Passes will only be issued if a parent notifies the Attendance Office prior to departure. Parents cannot excuse students to leave for lunch, as this is a closed campus.

Daily Bulletin

Copies of the daily bulletin are e-mailed to teachers and are posted on SchoolLoop. The daily bulletin will be read during second period periodically. Special announcements may be made on the P.A. Announcements should be turned in to Main Office by 12:00 noon the day before announcement is to run.

Dress Code

DRESS FOR RESPECT

Appropriate dress is necessary to promote a positive school environment.

The following articles of clothing are not permitted:

- exposed undergarments (excluding normal exposure of straps)
- see-through clothes
- excessively short/revealing clothes
- clothing with lewd, indecent, vulgar messages or illustrations
- clothing with messages or illustrations that promote or depict weapons or violence
- clothing that advertises products or services illegal to minors, including tobacco, alcohol, drugs or drug paraphernalia
- clothing that may be perceived to be associated with gang affiliation or activities

Violations may result in parent contact, confiscation of prohibited articles, required change of attire, and progressive disciplinary action.

Drop-Offs for Students

Food, clothing, or other items may be dropped off for students in the Attendance Office by parent(s), guardian(s), or other individuals familiar with the student. Restaurant deliveries to students are not allowed during the school day.

Electronic Devices

Cellular phones, camera phones, and audio listening/video devices (iPods, MP3's, etc.) are to be **used at teacher's discretion in classrooms**. Since it is an invasion of privacy, cameras or camera phones, etc. **are not to be used at any time** in the locker rooms or the restrooms. Refer to the Student Discipline Code for consequences. Las Lomas High School and AUHSD do not accept liability or responsibility for lost or stolen items. Consistent with California Education Code 5152, the use of electronic devices to intentionally tape or record a classroom without the express permission of the teacher and the principal is not permitted.

Emergency Procedures

- Las Lomas High School, the Acalanes Union High School district, and local government personnel continue to work together to improve our emergency procedures.
- Local government's emergency plans have been prepared to coordinate emergency response activities of city personnel, police, fire department, schools, medical assistance personnel and others. A School District Disaster Preparedness Plan has been prepared, with individual school site plans. School personnel and

students have been trained to respond properly to foreseeable emergencies such as fire, earthquake, or chemical accident.

• **IMPORTANT:** Please **DO NOT** phone or drive to the school **immediately** after an emergency. For the first 30 minutes after such an event, roads and phone lines must be kept clear for emergency use. Students will be supervised by trained personnel until it is safe to come for them or to release them from their fourth period teacher.

• **In a major crisis the parent or guardian will report to the LLHS athletic complex to check out and pick up their students.**

• For major disasters, the Red Cross plans to set up emergency shelters at Las Lomas which may be used to house students and others on a temporary basis. If you have further questions regarding emergency plans at your student's school, please do not hesitate to contact the school.

1. **FIRE/BOMB/DISASTER** are all the same bell (**FIRE BELL**)

- When the fire alarm goes off proceed to the designated area for your room (see the sign above the door).
- Bring your attendance and stay with your class. Take attendance again, once you have arrived at your location.
- Students shall only take their books, backpack and personnel belongings.
- Lock your classroom when you leave.
- Do not pick up or touch any strange objects.
- Remind student not to use their cell phones (in case it turns out to be a bomb threat cell phones could set off a bomb device)
- The administration will communicate with you as soon as possible as to what has happened and what is going to happen.
- After the all clear bell, you may return to your class.
- If we need to disperse students to their parents or guardians, we will move to the stadium complex and do it from your fourth period rosters.

2. **INTRUDER** warning will be an announcement over the PA system.

1. Lock your room door. Keep your body inside and use the door as protection.
 2. Pull in any students in the hallways.
 3. Assign students to help you secure the room while you are locking the door.
 4. Turn off the lights.
 5. Close the blinds or drapes if you have them.
 6. If appropriate, have students flip their desk over towards the windows and use them for shields.
- Make sure the students are absolutely quiet.
 - If possible, check your e-mail for up to date information.
 - Do not open the door for anyone until you hear the all clear bell.

If this happens during a break (brunch, lunch or passing period), the students will take cover in the nearest area. After roll is taken and reported to the office, an announcement will be made as to where to disperse the students.

3. **EARTHQUAKES**

- Duck and Cover.
- In a major earthquake we will evacuate when safe to the stadium complex.
- Gather your class at your location.
- Take attendance and complete the attendance sheet.
- Give the attendance sheet to the teacher/student that will be collecting them.
- A decision will be made to return to class or disperse to parents.

Lockers

Please observe the following:

1. Students should report locker problems in the Attendance Office.
2. Students should use the locker assigned to them only.
3. Las Lomas is not responsible for items lost or stolen from lockers in either halls or locker rooms. Do not leave valuables in lockers overnight, during weekends or holidays.
4. During the rainy season some lockers develop leaks. Any books that are damaged because of leaks should immediately be taken to the teacher who issued the book to avoid paying for the damage at the end of the year.
5. All lockers must be cleared by the last day of school in June. Lockers not cleared will have their contents removed. Students will be responsible for damaged or defaced lockers.

Out of Bounds Areas

For the safety of all students, the following areas are out of bounds before, during and after school, except for the purpose of coming to and from school:

1. All the areas in back of the school along the chain-linked fence, including Broadway Extension and the RED ZONED AREA between the boys and girls locker rooms in back of school.
2. The front (Main St.) or back entrances of the school, including parking lots, and the Whole Foods shopping complex.
3. The Athletic Complex.

Las Lomas students are not allowed to visit Walnut Creek Intermediate School during the school day without prior approval from the WCI office. Students violating this are subject to disciplinary action.

Parking

To obtain a parking permit, seniors must return a completed parking application to the attendance office. A parking permit (placed on your rear view mirror facing out) is required to park on campus but is not a guarantee of a space. Parking is first come first served on a daily basis and students may not park in the Staff area at any time. Permits may be withdrawn at any time.

1. Bicycles are to be parked in the bike racks/bike cage.
2. Las Lomas does not accept responsibility for loss or damage to vehicles or bicycles.
3. Tickets will be issued if permit is not showing.
4. Illegally parked cars are subject to towing at owners expense.

Students Maintaining the School

All students are responsible for keeping the school and grounds in good condition and keeping them clean. Garbage and waste paper needs to be put in the proper receptacles. Please use the recycling bins. Walls, lockers, and restrooms should not be marked in any way. Students and parents are responsible for the results of vandalism and will be charged for replacement costs accordingly. Student lockers are to be emptied by students at the end of each school year.

Technology Use

The goal of the AUHSD is to prepare every student to excel and contribute in a global society. To this end, AUHSD is dedicated to the use of technology as a tool to enhance educational excellence by facilitating resource sharing, innovation, and communication. Specifically the use of the internet provides opportunities to access a wide variety of information, reference materials, and educational resources previously inaccessible. In addition, the district uses an online community system to enhance the learning environment. Signature of the student and guardian are required prior to accessing the district's information and School Loop systems. The use of the information system and access to the Internet is a privilege, not a right. Any intentional violation of this AUP may result in the loss of the user's network access, disciplinary and/or legal action, including suspension or expulsion from District schools, and/or criminal prosecution by government authorities. The District intends to cooperate with the investigation of any legitimate law enforcement agency should any user action on the network lead to such an investigation.

Personal Responsibility: All rules of conduct in the Board Policy and Student Handbooks apply when accessing the information system.

Primary Use: The purpose of providing access to the information system and the Internet is to support classroom instruction and educational research by students in the District. Use of the Network and Internet must be in support of the educational objectives of the District.

Services: There are no warranties of any kind, whether expressed or implied, for this service. The District denies any responsibility for the accuracy of the information obtained through these services. Information stored or transmitted on the network is not considered private or confidential. The District utilizes an internet filter to block access to content that is obscene, pornographic, or detrimental in general. The District reserves the right to monitor users' network activities and delete any inappropriate, unauthorized or illegal material. Therefore, users should have no expectation of privacy concerning the use of the AUHSD network. This includes, but is not limited to, all electronic communication.

Students are prohibited from the following:

1. Using another student's account or allowing another student to access their account. Sharing passwords is prohibited. You are responsible for any content added to your account, even if someone else is using your account at the time.
2. Hacking, cracking, altering, deleting or tampering with the existing file directories, system settings and network structures.
3. Attempting to harm, destroy, or compromise the district equipment, materials, data, or network security settings.
4. Unauthorized installation, storage, downloading or use of any software, executable files, games, documents, or files on local hard drives, student folders, and on the network file servers.
5. Unauthorized participation in chat rooms or social networking websites.
6. Copying and/or transmitting any documents, software, or other information protected by copyright law or trade secret.
7. Engaging in any transmissions that are in violation of federal or state regulations, including, but not limited to transmission of defamatory, obscene, pornographic, offensive, disruptive, threatening, bullying or harassing messages or information. (Note: Offensive content would include, but is not limited to, sexual comments or images; racial slurs; gender-specific comments; or any comments that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or disability. See section on "harassment" at the beginning of the school policy section.)
8. Unauthorized disclosure of personal information including home address, age, and telephone number of self or others.
9. Using the network for illegal transactions or for other illegal purposes.
10. Engaging in any business or profit making activities.

Thefts

In order to prevent thefts, please leave valuables at home. If you must bring items of value, do not leave them unattended. Do not bring more cash than necessary for brunch and lunch.

Visitor Passes

Visits to classrooms must be approved by school administration at least 48 hours prior to the visit. All visitors must report to main office to get a visitors badge.

Work Permits

All students under 18 years of age who work must have a Permit to Work (Labor Code Sec. 1299). The student, not the employer, is required to obtain the permit. After you have obtained a job, request from the Main Office a form entitled "Request for Work Permit and Statement of Intent to Employ Minor." When this form is signed and completed, return it to the Main Office and the Permit to Work will be issued to you. If evidence is shown, to the satisfaction of the authority issuing the permit to work (school), that the schoolwork or health of the minor is being impaired by the employment, the authority may revoke the permit. (EC 49116.c)

DISCIPLINE

Harassment

The Governing Board desires to ensure equal opportunities for all students in admission and access to the district's educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities. District programs and activities shall be free from discrimination, including bullying and harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age, or sexual orientation.

The Board prohibits discrimination, intimidation, bullying, or harassment of any student by any employee, student, or other person in the district. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

Any student who feels that he/she has been subjected to discrimination, bullying, or harassment should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of discrimination or harassment should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of discrimination, bullying, or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

Sexual Harassment: Unlawful sexual harassment of any student by an employee, student, or other person at school or any school-related activity is prohibited. The sexual harassment policy states: "Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or education setting." Any sexual harassment or complaint of sexual harassment is to be immediately reported to any administrator or counselor (Board Policy 5145.7 AR).

Cyber Bullying: Using technology to threaten, harass, or hurt someone, spread rumors, or pass on someone's private information; engaging in any transmissions that are in violation of federal or state regulations, including but not limited to transmission of defamatory, obscene, pornographic, offensive, disruptive, threatening, bullying or harassing messages or information. Note: Offensive content would include, but is not limited to, sexual comments or images; racial slurs; gender-specific comments; or any comments that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or disability.

Any student who feels that he/she has been subjected to discrimination, bullying, or harassment should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of discrimination or harassment should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of discrimination, bullying, or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

Hazing

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. "Hazing" means committing an act against a student or coercing a student into committing an act that creates a substantial risk or harm to a person in order for the student to be initiated into or affiliated with a student organization or for any other purpose. "Student organization" means a

group, club, or organization having students as its primary members or participants and includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition. Consequences are suspension with the possibility of expulsion.

Electronic Nicotine Delivery Systems

The use of products containing tobacco and/or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products any time, are prohibited on school or district property.

Constructive Possession

If a student is observed to be in the immediate vicinity (indoors or out of doors) of another student who is engaged in any form of inappropriate or illegal activity (e.g. use, distribution, or sale of tobacco, controlled substances, alcohol; possession or use of weapons; acts of violence, vandalism or harassment), and the student makes no effort to separate himself/herself from that activity, then the student may be deemed to be equally at fault as the student (s) engaged in that activity, including suspension and expulsion proceedings.

Friday School

Detention at Las Lomas is known as Friday School, because it takes place Friday afternoon after school. For one hour detentions, you may be given the option of Wednesday after school.

Time:	3:15 – 6:15pm
Place:	Room TBD
Duration:	1, 2, or 3 hours

STUDENTS MUST:

- Arrive before the doors close at 3:15 or you will not be admitted. Friday School will be re-assigned.
- You must sign in.
- Time must be spent working – reading, writing, homework, etc.
- There may be a 10-minute break halfway through the session, but this is subject to student conduct.

STUDENTS MUST NOT:

- Talk to each other.
- Sit and do nothing.
- Sleep.
- Use cell phones, listen to iPods, or use other electronic devices.
- Leave without permission (to use the bathroom, etc.).

Failure to attend your assigned Friday School or break the rules associated with Friday School will result in further disciplinary consequences, including reassignment to additional Friday School or suspension.

Students who show up with no homework, reading, or writing materials will be turned away at the door, not allowed to attend, and considered a “no-show” and will have their Friday School reassigned.

Disciplinary Chart

In the event that students fail to meet “Expected Student Behavior,” the following table lists the maximum applicable consequences:

Behavior	1 st Referral	2 nd Referral	3 rd Referral
Tardies AR 5113	9 Tardies: Student conference Parent contact Detention Tardy Referral Notice 1 mailed home	11 Tardies: Student conference Parent contact Friday School Tardy Referral Notice 2 mailed home	13 Tardies: Student conference Parent contact Friday School Tardy Referral Notice 3 mailed home SART Meeting
			4 th Referral
			15 Tardies: Student conference Parent contact Detention/Friday School Tardy Referral Notice 4 mailed home
Unexcused Absences/Cutting/Truancy EC §48260-48263, BP/AR 5113 BP/AR 5113.1	Student conference Parent contact Truancy Letter #1 mailed home Official Notice of Truancy #1 mailed home Detention/Friday School	Student conference Parent contact Truancy Letter #2 mailed home Official Notice of Truancy #2 mailed home Detention/Friday School	Student conference Parent contact Truancy Letter #3 mailed home Official Notice of Truancy #3 mailed home Detention/Friday School SART Meeting
			4 th Referral
			SARB Hearing
Excessive Absences BP/AR 5113.1	Student conference Parent contact EEA letter mailed home	Student conference Parent conference Nurse contact SART Meeting	Home study SARB Hearing
Disruption of Class EC §48900(k), §48900.5	Student conference Parent contact Detention/Friday School Class suspension	Student conference Parent conference Friday School Class suspension Suspension SART Meeting	Student conference Parent conference Friday School Class suspension Suspension SARB Hearing
Possession/Use of Tobacco/E-cigarettes EC §48900(h)	Student conference Parent conference Other means of correction Friday School	Student conference Parent conference Other means of correction One-day suspension	Student conference Parent conference Other means of correction Three-day suspension
Verbal Abuse/Profanity EC §48900(i)	Student conference Parent conference Detention/Friday School Class suspension Suspension	Student conference Parent conference Detention/Friday School Class suspension Suspension	Student conference Parent conference Suspension SART/SARB

Forgery (written or phone) EC §48900(k), §48900.5	Student conference Parent conference Other means of correction Detention	Student conference Parent conference Other means of correction Friday School	Student conference Parent conference Other means of correction 1 day suspension
Theft EC §48900(g)	Student conference Parent conference Police contact Suspension Restitution Possible Expulsion	Student conference Parent conference Police contact Suspension Restitution Expulsion	Student conference Parent conference Police contact Suspension Restitution Expulsion
Cell Phones – Electronic Devices (in-class disruption) EC §48900(k), §48900.5	Student conference Warning	Student conference Parent conference Confiscated Warning Detention/Friday School	Student conference Parent conference Confiscated Friday School Suspension
Disruptive Conduct and/or Defiance of Authority EC §48900(k), §48900.5	Student conference Parent conference Other means of correction Detention Friday School Class suspension	Student conference Parent conference Other means of correction Detention Friday School Class suspension	Student conference Parent conference Other means of correction Suspension Expulsion
Destruction of Property EC §48900(f)	Student conference Parent conference Police contact Restitution Suspension Possible Expulsion	Student conference Parent conference Police contact Restitution Suspension Expulsion	Student conference Parent conference Police contact Restitution Expulsion
Fighting/Attempted to Cause or Causing Injury EC §48900(a1)	Student conference Parent conference Suspension Possible Expulsion	Student conference Parent conference Suspension Expulsion	Student conference Parent conference Suspension Expulsion
Alcohol EC §48900(c), (d)	Student conference Parent conference Three-day suspension Brief Intervention for First Offense only Expulsion	Student conference Parent conference Five-day suspension Expulsion	Student conference Parent conference Five-day suspension Expulsion
Physical Assault and Battery EC §48900(a2), (t)	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Hazing EC §48900(q), §48900.4	Student conference Parent conference Suspension Expulsion	Student conference Parent conference Suspension Expulsion	Student conference Parent conference Suspension Expulsion
Threats EC §48900(a1), (q)	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion

Arson EC §48900(f)	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Drugs EC §48900(c), (d)	Student conference Parent conference Police contact Three-day suspension Brief Intervention for First Offense only and clean discipline history -does not include selling drugs Expulsion	Student conference Parent conference Police contact Five-day suspension Expulsion	Student conference Parent conference Police contact Five-day suspension Expulsion
Drug Paraphernalia EC §48900(j)	Student conference Parent conference Police contact Three-day suspension Brief Intervention for First Offense only and clean discipline history	Student conference Parent conference Police contact Five-day suspension Expulsion	Student conference Parent conference Police contact Five-day suspension Expulsion
Weapons (including imitation firearms and lasers) EC §48900(b), (m)	Student conference Parent conference Suspension Police contact Expulsion (law)	Student conference Parent conference Suspension Police contact Expulsion (law)	Student conference Parent conference Suspension Police contact Expulsion (law)
Extortion or Robbery EC §48900(e)	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Explosive EC §48900(b)	Student conference Parent conference Police contact Suspension Expulsion (law)	Student conference Parent conference Police contact Suspension Expulsion (law)	Student conference Parent conference Suspension Police contact Expulsion (law)
Sexual Harassment EC §48900.2, §48900.4, §48900.5 Sexual Assault EC §48900(n)	Student conference Parent conference Police contact Detention Friday School Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Bullying EC §48900(r) Intentional Harassment, Intimidation EC §48900(o), §48900.4, §48900.5	Student conference Parent conference Police contact Detention Friday School Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion

Hate Violence EC §48900.3	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Traffic and Parking VC §21113, EC §48900(k)	Student conference Parent conference Other means of correction Loss of parking permit Friday School Suspension	Student conference Parent conference Other means of correction Police Contact Loss of parking permit Suspension	Student conference Parent conference Other means of correction Police Contact Loss of parking permit Suspension

The site administration may use "other means of correction," including, but not limited to, the following:

1. A conference between school personnel, the pupil's parent or guardian, and the pupil.
2. Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
3. Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
4. Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program.
7. A positive behavior support approach with tiered interventions that occur during the school day on campus.
8. After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
9. Any of the alternatives described in Section 48900.6.
10. The Principal or designee may use discretion on the length of suspension not specified in the matrix.

Grounds for Suspension and Expulsion

A student may be subject to suspension or expulsion when it is determined that s/he:

- 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 student had obtained written permission to possess the item from a certificated school employee with the Principal or designee's concurrence (*cf. 5131.7 - Weapons and Dangerous Instruments*).
- C. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, an alcoholic beverage, or intoxicant of any kind (*cf. 5131.6 - Alcohol and Other Drugs*).
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance (as defined in Health and Safety Code 11053-11058), an alcoholic beverage, or intoxicant of any kind and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcohol 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. Stole or attempted to steal school property or private property.
- H. Possessed or used tobacco or any products containing tobacco or nicotine products including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Health and Safety Code 11014.5.
- 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, i.e., 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 Penal Code 261, 266c, 286, 288, 288a, or 289 or committed a sexual battery as defined in Penal Code 243.4.
- O. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- R. Engaged in an act of bully/cyber bullying as defined in Section 32261, directed towards a pupil or school personnel.
 - a. Sexual harassment (Ed Code 48900.2).
 - b. Committed an act of hate violence (Ed Code 48900.3).
 - c. Harassment, threats, intimidation, creating an intimidating or hostile educational environment (Ed Code 48900.4).

- d. Terrorist threat against school official or school property (Ed Code 48900.7).
- S. A pupil who aids and abets the infliction or attempted infliction of physical injury to another person.
- T. Possessed and/or used any electronic signaling device, including but not limited to paging and signaling equipment, without prior consent (Ed Code 48901.5). This offense must also be accompanied by a 48900 offense in order to suspend.

A student (in grades 4 through 12) is also subject to suspension or recommendation for expulsion when it is determined that he/she:

- (Education Code 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233.
- (Education Code 48900.4) Intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.
- (cf.5145.3 - Nondiscrimination/ Harassment)
- (Education Code 48900.7) Made terrorist threats against school officials and/or school property.
- (Education Code 48901.5) Possessed and/or used any electronic signaling device, including but not limited to paging and signaling equipment, without prior consent of the principal.

A student may be suspended or expelled for any of the acts listed on the preceding page if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or Principal or within any other school district including, but not limited to, the following circumstances: (Education Code 48900).

- While on school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off the school campus.
- During, going to, or coming from a school-sponsored activity.

Public Notification of Nondiscrimination

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

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

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age

Discrimination Act of 1975, and the California Code of Regulations Title 5, Chapter 5.3 Nondiscrimination. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the District's designated compliance coordinators.

Section 504 Coordinator: Karen Heilbronner, Director of Special Education & Auxiliary Services, 1212 Pleasant Hill Road, Lafayette CA 94549, (925) 280-3910

Title IX Coordinator: Amy McNamara, Associate Superintendent, Administrative Services, 1212 Pleasant Hill Road, Lafayette, CA 94549, (925) 280-3900

CCR Title 5 Coordinator: Amy McNamara, Associate Superintendent of Administrative Services, 1212 Pleasant Hill Road, Lafayette, CA 94549, (925) 280-3900

CTE Program Coordinator: Aida Glimme, Associate Superintendent of Educational Services, 1212 Pleasant Hill Road, Lafayette, CA 94549, (925) 280-3900