

Acalanes Union High School District

STUDENT HANDBOOK 2019-2020

Website: <http://www.acalanes.k12.ca.us>

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Acalanes Union High School District Mission Statement

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

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.

Important Dates 2019-2020

First Day of School.....	August 13
Back to School Night.....	August 22
Labor Day (No School).....	September 2
End of 1 st Quarter.....	October 11
Staff Dev. Day (No School).....	October 14
Veteran's Day Holiday (No School).....	November 11
Thanksgiving Break.....	November 25-29
Fall Semester Finals.....	December 17-20
End of 2 nd Quarter/1 st Semester.....	December 20
Winter Vacation (No School).....	December 23-Jan 3
Teacher Work Day (No School).....	January 6
Martin Luther King, Jr. Day (No School).....	January 20
Open House.....	January 30
President's Weekend (No School).....	February 14/17
End of 3 rd Quarter.....	March 12
Teacher Work Day (No School).....	March 13
Spring Vacation (No School).....	March 30- Apr 3
CAASPP Testing.....	April (TBD)
AP Testing.....	May 4-15
Memorial Day (No School).....	May 25
Spring Semester Finals.....	May 26-29
End of 4 th Quarter/2 nd Semester.....	May 29

SAT and ACT Exams

SAT:	Aug 24	Oct 5	Nov 2	Dec 7	Mar 14	May 2	June 6
ACT:	Sept 14	Oct 26	Dec 14	Feb 8	Apr 4	June 13	July 18

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

Bell Schedules

Monday Schedule

Period 0: 7:15-8:30
 Period 1: 8:35-9:20
 Period 2: 9:25-10:10
 Period 3: 10:15-11:00
 Brunch: 11:00-11:10
 Period 4: 11:15-12:00
 Period 5: 12:05-12:50
 Lunch: 12:50-1:25
 Period 6: 1:30-2:15
 Period 7: 2:20-3:05

Wednesday Schedule

Period 0: No class
 Period 4: 8:35-10:05
 Academy: 10:15-11:10
 Period 5: 11:25-12:55
 Lunch: 12:55-1:25
 Period 6: 1:35-3:05

Tuesday/Thursday Schedule

Period 0: 7:00-7:50
 Period 1: 8:00-9:30
 Period 2: 9:40-11:10
 Brunch: 11:10-11:15
 Period 3: 11:25-12:55
 Lunch: 12:55-1:25
 Period 7: 1:35-3:05

Friday Schedule

Period 0: 7:00-7:50
 Period 4: 8:35-10:05
 Academy: 10:15-11:10
 Period 5: 11:25-12:55
 Lunch: 12:55-1:25
 Period 6: 1:35-3:05

Final Exam Schedules

Fall Semester

	<i>Tuesday 12/17</i>	<i>Wednesday 12/18</i>	<i>Thursday 12/19</i>	<i>Friday 12/20</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 5/26</i>	<i>Wednesday 5/27</i>	<i>Thursday 5/28</i>	<i>Friday 5/29</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)

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 school attendance line.
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:

3 cuts:	1 hour of Friday School, SARB Step 1: letter
6 cuts:	2 hours of Friday School, SARB Step 2: SART conference
9 cuts:	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:

5 tardies:	Conference, Parent Contact, Warning
10 tardies:	Conference, Parent Contact, Friday School
15 tardies:	Conference, Parent Contact, Friday School
20 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.

Homework/Make-up Work (BP 6154)

Students will be informed of homework assignments in class providing them with an opportunity to ask clarifying questions and support. Homework will be posted on the District on-line platform by the end of the school day in which it was assigned. Homework deadlines will be on the day the class meets. Homework will not be assigned during extended school breaks with the exception of Advance Placement courses. Students enrolled in AP courses may be assigned homework during Summer and Spring break. Long-term projects in all courses may span Thanksgiving and Spring breaks and multiple weekends: however, such assignments may not be due immediately following and extended school break.

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 Community Service
8. Depending on the circumstances, the student may be placed on one or more days of in-house suspension
9. 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 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.

Schedule Changes and Add/Drop Policy

Courses may be added during the first 10 days of school on a space available basis. The deadline to drop a class without the course appearing on the student's permanent transcript is the end of the first quarter (for first semester) and the end of 3rd quarter (for second semester classes). Classes dropped after the deadline will appear on the transcript as an F drop.

Graduation Requirements

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

- 40 credits English
- 30 credits Mathematics
- 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
- 10 credits Visual or Performing Arts
- 20 credits World Language, ASL, Career Tech
- 20 credits Physical Education (Maximum of 10 credits earned in external program)
 - 5 credits Human and Social Development
- 65 credits Electives

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.

Support Resources

National Suicide Prevention Hotline	1-800-273-8255 or text HOME to 741741
Contra Costa Health Services Suicide & Crisis Hotline	1-800-833-2900 or 2-1-1 or text HOPE to 20121
Trevor Lifeline	1-866-488-7386 or text START to 678678
National Runaway Safeline	1-800-RUNAWAY or text 66008
National Sexual Assault Hotline	1-800-656-HOPE
School Site Anonymous Tip Line	1-844-5-SAYNOW
	https://www.saysomething.net/

Student Body Cards

All students are issued a student body card at the beginning of the school year. Cards are used for identification in school, to check out library books, academy attendance, and at all school activities. Students may purchase an ASB card. By purchasing and possessing an ASB 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 fee. Student body cards must be in your possession at all times for security reasons.

School Sponsored Dances

Proper conduct including appropriate dress, 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. 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. Students leaving the dance will not be readmitted.
6. Guest passes are required for non-school 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/co-curricular 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/co-curricular 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 co-curricular 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. No derogatory or distracting activity behind the basket area is permitted while free throws are occurring.
3. Spectators are to remain off the playing floor before, during, at half time, and after games.
4. Air-horns, confetti, bells, whistles and other noisemakers are not permitted.
5. Possession and use of laser devices are prohibited.
6. Masks, face-painting, or any device to make identification of spectators difficult for security or school personnel is not permitted.
7. 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 Competitive Stunt Cheer

Sports Schedules

For current sports schedules, please visit the school website and www.dalathletics.com

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. *Restaurant deliveries, including door-dash or similar, are not to be delivered on campus.*

Dress Code

AUHSD believes that students should be given as much choice as possible in how they dress for school. We believe students should be comfortable at school and be allowed to express themselves; however we do believe that students should dress safely and appropriately for an academic setting.

1. Basic Principle: Certain body parts must be covered for all students. Clothes must be worn in such a way that genitals, buttocks, and nipples are all covered with opaque material. All items in the categories below must meet that principle.
2. Students must wear:
 - a. Shirt
 - b. Bottom: pants/sweatpants/shorts/skirt/leggings/dress
 - c. Shoes: activity specific shoe requirements are permitted (sports, PE)
3. Students may wear:
 - a. Hats, including religious headwear
 - b. Hoodie sweatshirts
 - c. Fitted pants, including leggings, yoga pants and skinny jeans
 - d. Pajamas
 - e. Ripped jeans as long as underwear is not exposed
 - f. Tank tops, including spaghetti straps, halter tops and tube tops
 - g. Athletic attire
 - h. Clothing with commercial or athletic logos provided they do not violate #4 below.
4. Students cannot wear:
 - a. Violent images or languages
 - b. Images or language depicting drugs, alcohol or any other illegal item or activity
 - c. Hate speech, profanity, pornography
 - d. Images that create a hostile or intimidating environment based on a protected class
 - e. Visible underwear. Visible waistbands or straps/undergarments worn under other clothing are not a violation
 - f. Bath suits- board shorts are allowed
 - g. Helmets, masks, or headgear that obscures the face/identity

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.

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**. 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. AUHSD does 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

- 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.
- **In a major crisis the parent or guardian will report to the school to check out and pick up their students.**

1. FIRE/EVACUATION (FIRE BELL)

- When the fire alarm goes off proceed to the designated area for your room.
- 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 personal belongings.
- Lock your classroom when you leave.
- Do not pick up or touch any strange objects.
- 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.

2. INTRUDER: RUN/HIDE/DEFEND announcement will be made over the PA system.

- Pull in any students in the hallways
- Lock your room door. Keep your body inside and use the door as protection.
- Assign students to help you secure the room while you are locking the door.
- Turn off the lights.
- Close the blinds or drapes if you have them.
- 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.

3. SHELTER IN PLACE: an announcement over the PA system for students to proceed to the nearest classroom.

- Keep doors and windows closed
- Pull in any students in the hallways.
- Check teacher email for update
-

If this happens during a break (brunch, lunch or passing period), the students will take cover in the nearest area.

4. 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. AUHSD 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. Lockers not cleared will have their contents removed. Students will be responsible for damaged or defaced lockers.

Parking

Students bringing cars on campus need to be aware that parking is limited and student permits are required. Cars may be ticketed if permit is not showing. Permits do not guarantee a parking place, only permission to park in the open spaces. Parking is first come first served on a daily basis and students may not park in the staff area at any time. Students are expected to drive vehicles in a safe, courteous, and responsible fashion. Failure to follow requirements may result in disciplinary action that can include loss of parking privileges. AUHSD does not accept responsibility for loss or damage to vehicles or bicycles. Illegally parked cars are subject to towing at owners expense. Bicycles are to be parked in the bike racks/bike cage.

No Loitering in Cars

After students arrive on campus, cars will be out-of-bounds including during brunch and lunch and until students leave campus at the end of the day. Violators may lose parking privileges, and may face other disciplinary actions.

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.

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 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 principal, whether or not the victim files a complaint.

Upon receiving a complaint of discrimination, bullying, or harassment, the principal 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 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 principal, whether or not the victim files a complaint.

Upon receiving a complaint of discrimination, bullying, or harassment, the principal 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.

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	5 Tardies: Student conference Parent contact Detention Tardy Referral Notice 1 mailed home	10 Tardies: Student conference Parent contact Friday School Tardy Referral Notice 2 mailed home	15 Tardies: Student conference Parent contact Friday School Tardy Referral Notice 3 mailed home SART Meeting
			4 th Referral
			20 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 Official Notice of Truancy #1 mailed home Detention/Friday School	Student conference Parent contact Official Notice of Truancy #2 mailed home Detention/Friday School	Student conference Parent contact 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