

**LIVE OAK HIGH SCHOOL**  
**1505 East Main Avenue**  
**Morgan Hill, CA 95037**  
**Tel: (408) 201-6100**  
**Fax: (408) 201-6143**



**Student Handbook**  
**2018-2019**

This agenda belongs to:

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_

**1<sup>st</sup> Semester Schedule**

Per.	Class	Teacher	Room #
1			
2			
3			
4			
5			
6			

**2<sup>nd</sup> Semester Schedule**

Per.	Class	Teacher	Room #
1			
2			
3			
4			
5			
6			

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## LIVE OAK HIGH SCHOOL

*Extending Branches for Success....  
What is an A.C.O.R.N.?*

### **Adaptive Life-Long Learners**

- Students will use their skills to further their education, careers, and personal growth.
- Students will take initiative in their own life-long learning.

### **Collaborators and Communicators**

- Students will respectfully consider the ideas of others and work collaboratively.
- Students will effectively communicate with others in a variety of methods.

### **Ongoing Problem Solvers and Independent Thinkers**

- Students will be independent and critical thinkers who apply a variety of strategies for addressing complex tasks and issues.
- Students will apply diverse and ethical perspectives in order to analyze and solve contemporary endeavors.

### **Respectful and Responsible Citizens**

- Students will use their talents to improve their school climate and establish relationships within their school, local, and global community.
- Students will value diversity and demonstrate compassion, character, and integrity in the face of adversity.

### **Navigators of the Future through Technology and Innovation**

- Students will use technology to effectively and critically gather and process information.
- Students will apply technology in appropriate and innovative ways to accomplish complex tasks and resolve new challenges.

### **Positive Behavior Intervention System**

PBIS at Live Oak High School is an evidence-based approach for establishing a positive social culture in schools that involves systemic and individualized behavior support strategies for achieving social and learning outcomes while preventing problem behavior in all students. The framework includes many evidence-based features: Prevention focus; Define and teach positive social expectations; Acknowledge positive behavior; Arrange consistent consequences for problem behavior; On-going collection and use of data for decision making; Continuum of intensive individual interventions; and Administrative leadership team-based implementation.

**G** - Growth - Minded

**O** - Open - Minded

**L** - Leadership

**D** - Determined to Succeed

## LIVE OAK CONTACT NUMBERS

For contact numbers and email address for all staff members, go to our website at <http://liveoakhs.ca.campusgrid.net/home>

**Main Number** (408) 201-6100  
Receptionist  
FAX (408) 201-6143

**Administration**  
Principal's Office  
Maria Reitano (408) 201-6101  
Assistant Principal's Office  
Tanya Calabretta (408) 201-6110  
TBD (408) 201-6113

**Counseling Department**  
Counseling Office (408) 201-6103  
Registrar's Office (408) 201-6127  
Health Clerk (408) 201-6124

**Attendance**  
Attendance Clerk (408) 201-6104  
(408) 201-6121  
(408) 201-6122

**Associated Student Body**  
Rebecca Seelos, ASB Director (408) 201-6125  
ASB Office (408) 201-6105

**Library**  
Wanda Hirschfeld, Librarian (408)201-6130

**Athletics**  
Mike Gemo, Athletic Director (408)201-6101  
Ext. 40214

### **AERIES PORTAL**

Parents may get real-time attendance, coursework information, progress and report card grades 24 hours a day by logging on to Aeries Portals account at <https://morganhillusd.asp.aeries.net/student>. See page 25 for more information about how to login.

# LIVE OAK HIGH SCHOOL STUDENT HANDBOOK

This handbook was put together for use by our students. The general policies and procedures observed by the students, teachers, staff and administration of Live Oak High School are contained herein. It is hoped that the information contained in this handbook will help each student be successful at Live Oak.

## ACADEMICS

*The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. (MHUSD BP 5131.9)* Disciplinary consequences will result whenever it is determined that a student has cheated, lied, plagiarized, or committed any act of academic dishonesty. Consequences may include, but are not limited to, receiving a failing mark on the assignment in question.

### Grading & Report Cards

Report cards and progress reports are sent home one week after the date shown below. Only grades of C- and lower are reported on Progress Report. ALL grades are reported at the end of the quarter and semester.

#### Progress Reports & Semester Grade Dates – 2018/2019

First Quarter Progress Report----- 09/14/18  
First Quarter Grades----- 10/12/18  
First Semester Progress Report----- 11/09/18  
First Semester Grades----- 12/20/18

Third Quarter Progress Report----- 02/08/19  
Third Quarter Grades----- 03/15/19  
Second Semester Progress Report----- 05/03/19  
Second Semester Grades----- 06/07/19

#### Course Changes

**It is Live Oak's policy to make only critical course changes, when:**

1. The student is misplaced based upon prerequisites or departmental criteria for the class in which he/she is enrolled.
2. The student is missing a class in his/her schedule.
3. The student requires more advanced course work because of course and/or assessment results.
4. A student needs a class to complete the requirements for graduation.

## **Academics cont'd.**

### **Failed Classes**

Failed classes (grade of "F") earn no units. Classes required for high school graduation that are failed must be repeated until they are passed. **All alternative courses of study must be pre-approved by the principal in order for credits to be granted.**

Live Oak online courses (Cyber High) are for students who have already received a D or F grade in a required course and need to retake it for credit or wish to improve their A-G or graduation status.

Credit recovery will not be offered for second semester courses until summer school.

### **W/F – Withdrawal Fail**

After the second week of a semester, any student who believes he/she cannot remain in a class may (**with parent permission**) be removed from that class and be given a W/F (Withdrawal/Fail). The "F" grade will become a permanent grade on the transcript, will affect GPA calculation and will affect eligibility for the entire semester in which it was earned. Master schedule constraints will limit replacement course availability.

**Courses that are repeated** earn units only once, unless otherwise noted in the course description. Example: A student receives a "D" in Integrated 1 and then repeats the course the next year earning a "B". The "D" grade will remain on the permanent record but will earn no units. The "B" grade will be placed on the permanent record and will be used to calculate the GPA. Students receiving a grade below a "C" are required to repeat the course if it is to be used for college eligibility. However, it is of **no value** to repeat a course where the grade is a "C" or better, as colleges recognize only the original grade given.

### **Concurrent Enrollment at Gavilan Community College or other Community College**

All concurrent classes must be pre-approved by Live Oak administration. Courses that are offered by Live Oak will not be approved.

### **Senior Contracts**

All LOHS seniors complete a graduation contract in September. The contract documents the credits and classes they must pass to successfully graduate in June. Counselors meet with their senior students during the second week of September. **Credit recovery will not be offered for second semester courses until summer school following the semester end.**

### **Transcripts**

Current students can request a transcript via Naviance. There is no charge for transcripts requested through Naviance. Transcripts may also be requested by phone, email, or in person to the Live Oak registrar for a fee of \$3. Former graduates can request an official transcript by phone, email, or in person for a fee of \$5.

### **Students Transferring to Live Oak From Schools Outside of Our District**

Credit for courses taken at other schools are not automatically recognized. Some items that must be considered include, but are not limited to, whether the prior school attended is accredited. Inflated credits, such as Honors Courses may or may not be granted, depending on the course taken. All transcripts will be evaluated on an individual basis.

## Graduation Requirements

Subject Area	2019 & 2020 Graduation Requirements	2021 & 2022 Graduation Requirements
English	40	40
Social Studies	30 (World History, US History, Econ, and Civics)	30 (World History, US History, Econ, and Civics)
Math*	30 (Integrated Math 1)	30 (Integrated Math 1)
Science	20 (10 Physical and 10 Life Science)	30 (Biology, Chemistry, Physics)
Physical Education	20 (PE 9 Required)	20 (PE 9 Required)
Visual & Performing Art	10	10
World Language	20	20
Career Technical Education	10	10
Additional Credits of Students' Choice	40	30
<b>Total Credits</b>	<b>220</b>	<b>220</b>

\* At least one mathematics course shall meet or exceed state academic content standards for Integrated Math 1. One year of the two year requirement in math may be met by taking Integrated Math 1 in middle school.

\*\* Up to one year of the two year requirement in World Language may be met by taking one year of language in middle school.

Credits earned above and beyond the required credits in the subject area will be applied to the Additional Credits of Students' Choice area.

**Students must complete all year-long courses.**

High School Code: 052060  
CDS Code: 4333951

## Graduation Alternatives

### Supplemental Methods of Earning Credit for Graduation

In addition to credits earned through attendance at district schools, full credit may be accepted upon prior approval by the principal for work successfully completed through the following:

1. courses offered by other accredited public high schools;
2. courses offered by accredited private high schools;
3. concurrent enrollment in college coursework as provided for in the Education Code;
4. courses offered by Cyber High/Pass Program
5. courses offered by an accredited adult school; and/or
6. courses offered through the district's Independent Study program and Home and Hospital program.

### General Education Diploma (GED)

The General Education Diploma (GED) is offered through the **Community Adult School**. Contact their office at (408) 201-6520.

### California High School Proficiency (CHSPE)

The CHSPE applications are available in the Counseling Center. Contact your counselor for more information.

## Admission Criteria to a California Community College

Minimum requirement is any **one** of the following:

1. High School Diploma
2. 18 years of age
3. Successful completion of the (CHSPE) California High School Proficiency Exam
4. General Educational Development Examination (GED) with an overall average of 55 and no score below 50

## CALIFORNIA STATE/ UNIVERSITY OF CALIFORNIA College Entrance Requirements

<b>COURSE</b>	<b>CSU</b>	<b>UC SYSTEM</b>
US History/Social Studies	2 years	2 years
English	4 years	4 years
Foreign Language	2 years in same language	2 years in same language (3 years recommended)
Math	3 years thru Alg II/Int Math 2	3 years thru Alg II/Int Math 2 (4 years recommended)
Visual and Performing Arts	1 year	1 year
Laboratory Science	2 years	2 years (3 years recommended)
College Preparatory Elective	1 year	1 year



### College Information

Check the following Websites or call the numbers listed below for College Requirements.

University of California----- <http://www.ucop.edu/pathways/>  
California State Universities----- <http://www.csumentor.edu/>  
Community College----- <http://www.cccco.edu/>

#### University of California Campuses – Admission Offices

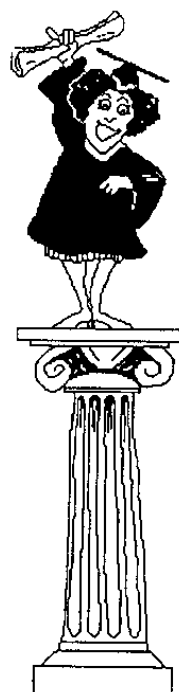
U.C. Berkeley ----- (510) 642-0200  
U.C. Davis----- (916) 752-2971  
U.C. Irvine----- (714) 856-6703  
U.C. Los Angeles----- (213) 825-3101  
U.C. Merced ----- (866) 270-7301  
U.C. Riverside----- (714) 787-4531  
U.C. San Diego ----- (619) 534-3160  
U.C. Santa Barbara----- (805) 893-2485  
U.C. Santa Cruz ----- (408) 459-4008

#### California State University Campuses – Admission Offices

California State Polytechnic  
University, San Luis Obispo ----- (805) 756-2311  
California State Polytechnic  
University, Pomona ----- (714) 869-2000  
CSU Bakersfield ----- (805) 664-3060  
CSU Chico ----- (530) 898-6321  
CSU Dominguez Hills ----- (213) 516-3696  
CSU East Bay ----- (510) 881-3811  
CSU Fresno ----- (209) 278-2261  
CSU Fullerton ----- (714) 773-2300  
Humboldt State University ----- (707) 826-4402  
CSU Long Beach ----- (213) 985-5471  
CSU Los Angeles ----- (213) 343-3901  
CSU Monterey Bay ----- (408) 393-3330  
CSU Northridge ----- (818) 885-3700  
CSU Sacramento ----- (916) 278-6111  
CSU San Bernardino ----- (714) 880-5200  
San Diego State University ----- (619) 594-6871  
San Francisco State University ----- (415) 338-1111  
San Jose State University ----- (408) 924-2000  
CSU San Marcos ----- (619) 471-4102  
Sonoma State University ----- (707) 664-2778  
CSU Stanislaus ----- (209) 667-3151

#### Local Community Colleges – Admission Offices

De Anza College, Cupertino----- (408) 864-5678  
Evergreen Valley College, San Jose----- (408) 274-7900  
Foothill College, Los Altos Hills----- (415) 949-7777  
Gavilan College, Morgan Hill----- (408) 782-2873  
Mission College, Santa Clara ----- (408) 998-2200  
Ohlone College, Fremont ----- (510) 659-6000  
San Jose City College, San Jose ----- (408) 298-2181  
West Valley College, Saratoga ----- (408) 867-2200



## **2018-2019 TESTING DATES**

### **PSAT**

Sophomores & Juniors -October 10, 2018  
Freshman – January 23, 2019

### **ACT**

9/8/18, 10/27/18, 12/08/18, 2/09/19, 4/13/19, 6/08/19

### **SAT and SAT Subject Test**

(More info. [www.collegeboard.com](http://www.collegeboard.com))  
08/25/18, 10/06/18, 11/03/18, 12/01/18, 3/09/19, 5/04/19

### **SBAC – State Mandated (CST, CAPA, SABE/2)**

SBAC testing window April 2019  
(exact testing days TBD)

### **AP Exams**

May 6-16, 2019

(More info. [www.collegeboard.com](http://www.collegeboard.com))

**Monday, May 6** – AM - US Government and Politics  
PM – Environmental Science

**Tuesday, May 7** – AM - Spanish Language and Culture  
PM – Physics 1: Algebra Based

**Wednesday, May 8** – AM - English Literature and Composition  
PM – French Language and Culture

**Thursday, May 9** – AM -Chemistry/Spanish Literature and Culture

**Friday, May 10** – AM - United States History  
PM – Computer Science A

Studio Art – Last day to submit

**Monday, May 13** – AM - Biology

**Tuesday, May 14** – AM - Calculus AB/Calculus BC

**Wednesday, May 15** – AM – English Language and Composition

**Thursday, May 16** - AM – World History  
PM - Statistics

High School Code: 052060  
CDS Code: 4333951

## ATHLETICS

### Are You Eligible for Sports?

All participation in interscholastic athletics is voluntary and therefore a privilege, not a right. Student-athletes who do not meet the eligibility requirements may not participate in any team function (games, practices, meetings, etc.) for the duration of the grading period. Student-athletes are not declared ineligible or re-eligible until Friday after the grading period has ended. All students must meet the following eligibility requirements to participate in interscholastic athletics at Live Oak High School.

1. Complete the athletic participation (APA) form. The APA form requires the following for completion:
  - A. Emergency medical information
  - B. Parent consent
  - C. Proof of insurance
  - D. Physical examination (one per calendar year) The APA form is available from coaches, Live Oak front office, or online at [www.liveoakhs.ca.campusgrid.net](http://www.liveoakhs.ca.campusgrid.net)
2. No student-athlete whose 19<sup>th</sup> birthday is attained prior to June 15 shall participate or practice on any team in the following school year.
3. Be an amateur and an undergraduate in high school.
4. Have attended high school not more than 8 semesters after completing 8<sup>th</sup> grade.
5. Scholastically during the previous quarter/semester:
  - A. Maintain a 2.0 grade point average or better for all school work.
  - B. Minimum progress towards graduation. The following minimum units must be completed:

Grade	Beginning Semester #	Total # of Credits Minimum*
10	3	50
	4	75
11	5	100
	6	130
12	7	160
	8	190

***\*This credit requirement also applies to participation in all extra/co-curricular activities.***

6. Have met the residence requirement.
7. Have not competed on any outside team in the same sport during the school season of that sport.
8. Not been expelled from any outside team in the same sport during the school season of that sport.
9. Six unexcused absences in a class may result in dismissal from team.
10. Non-returned uniforms and/or equipment will be charged to the student at the original purchase cost.

**Student-athletes who want to compete in the Fall season of their 9<sup>th</sup> grade year must be eligible in the last grading period of their 8<sup>th</sup> grade year.** If you started 9<sup>th</sup> grade at a school other than Live Oak, you must complete transfer

paperwork before being eligible. Summer school classes must be of like type to make up deficient grades to become eligible. Check with your counselor to verify class substitutions.

There is no **PROBATION PERIOD** of any kind for 10<sup>th</sup>-12<sup>th</sup> grade athletes. Ineligible athletes may not attend any practices, team meetings, or any other team function. All athletes participating in sports must have their parents attend an orientation meeting. Dates are to be announced at the beginning of each season.

**As with all extracurricular activities, a student will lose the privilege of participating in a sport (practice, meeting, contest or any other team activity) for at least 6 weeks for any of the following offenses...**

- any drugs, alcohol or other illicit substances
- acts involving any physical violence
- any behavior resulting in a suspension from school for 3 or more days.
- Students who accumulate 12 or more demerits in a quarter will no longer be eligible to participate in all school related extracurricular clubs and/or teams including band, athletics, cheer, drama, FFA and all other school programs. Demerit totals affecting participation with these programs are calculated quarterly. At the start of a new quarter, student demerit totals will be reset to zero for purposes of extracurricular activities.

**Attendance at athletic events** is a privilege that may be revoked at any time. This revocation may be for the remainder of the season. Any behavior that is inappropriate; inclusive of but not limited to gestures, noises, comments, signs or apparel, that draws attention away from the players and/or contest or conveys negative messages about opponents, athletes, other spectators or officials is not permitted.

### **NCAA ELIGIBILITY**

All college athletic programs are regulated by the National Collegiate Athletic Association (NCAA) that has established rules on eligibility, recruiting and financial aid. The NCAA has these membership divisions – Division I, Division II and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If you are planning to enroll in a college as a freshman and you wish to participate in Division I or Division II athletics you must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse ensures consistent application of NCAA initial-eligibility requirements for all prospective student athletes at member institutions.

It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you. These documents are your completed and signed Student Release Form and fee, your official transcript, and your ACT or SAT scores. Pick up the NCAA Student Release Form and information from the Live Oak Registrar, located in the Administration Building. If you want to participate in Division I or II sports, it is recommended that you start the certification process after your final junior year grades are posted on your transcript. Check with your counselor, in your freshman year, to ensure you are taking a core curriculum that meets NCAA requirements; also, register to take the ACT or SAT as a junior. Your Student Release Form should be submitted early in your junior year.

## LIVE OAK HIGH SCHOOL CIF SPORTS

### Fall Sports

Football  
Girls' Volleyball  
Boys' Water Polo  
Girls' Water Polo  
Boys' Cross Country  
Girls' Cross Country  
Girls' Field Hockey  
Girls' Golf  
Girls' Tennis

### Winter Sports

Boys' Basketball  
Girls' Basketball  
Boys' Soccer  
Girls' Soccer  
Coed Wrestling

### Spring Sports

Coed Badminton  
Baseball  
Softball  
Boys' Track & Field  
Girls' Track & Field  
Boys' Volleyball  
Boys' Golf  
Boys' Swimming  
Girls' Swimming  
Diving  
Boys' Tennis  
Boys' Volleyball

**Sports availability may change based upon minimum participation requirement, funding availability, and Board approval.** For information on Live Oak sports, please check the website at [www.liveoak.mhusd.org](http://www.liveoak.mhusd.org) and click on the **Athletics** link.

## SPORTSMANSHIP

The top priority of the Live Oak High School Athletic Department is to promote proper sportsmanship as it relates to student-athletes, coaches, **parents/guardians, and spectators**. Sportsmanship is an honorable quality that we all must take part in. We are dedicated to pursuing victory with honor, to adhering to the rules of competition and sportsmanship, and displaying the Six Pillars of Character (trustworthiness, respect, responsibility, fairness, caring and citizenship) on and off the playing field. Inappropriate behavior will be grounds for ejection from the event and possible exclusion from all future athletic events.

The fundamentals of sportsmanship are:

- 1) Show respect for the opponent.
- 2) Show respect for the officials.
- 3) Know, understand, and appreciate the rules of the competition.
- 4) Maintain self-control.
- 5) Recognize and appreciate skill in performance regardless of affiliation.

The Central Coast Section sportsmanship policy states the following behavior as unacceptable at all C.I.F./C.C.S. high school contests:

- berating your opponent's school or mascot
- berating opposing players
- obscene cheers or gestures
- negative signs
- artificial noise makers
- complaining about officials' call (verbally or with gestures)

Participation in or attendance at athletic events is a privilege that may be revoked for anyone exhibiting unsportsmanlike or other inappropriate behavior.

## GENERAL INFORMATION

### Lines of Communication

The outline below sets forth the process for addressing a student's academic or athletic progress and will govern communications between staff and others in the LOHS community. Since most concerns can be successfully addressed with the staff member in question, please follow the lines of communication below as a concern arises:

#### **A. Line of communication – Academic**

1. Student speaks with Teacher
2. Student and parent communicate with Teacher
3. Student and parent communicate with Counselor and Teacher
4. Student and parent communicate with Counselor, Assistant Principal and Teacher
5. Student and parent communicate with Counselor, Assistant Principal, Principal and Teacher
6. Student and parent communicate with District Administration and site personnel as needed.

#### **B. Line of communication – Athletics**

1. Student/athlete speaks with coach
2. Student/athlete and parent communicate with coach
3. Student/athlete and parent communicate with coach and Athletic Director
4. Student/athlete and parent communicate with coach, Athletic Director, and Principal
5. Student/athlete and parent communicate with District Administration and site personnel as needed

### Closed Campus

Live Oak High School is a closed campus. **STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS FOR LUNCH/BRUNCH.** The parking lot, front of the school, tennis courts, sports fields, and any other unsupervised areas are off limits during school hours. **The only time students may be in the parking lot is when arriving to and leaving campus. Failure to abide by this guideline will result in disciplinary action and up to permanent revocation of parking privileges.**

### Access to Students

Direct access to students is not permitted. All access to students must be arranged and approved through the Administration Office. **Parents dropping off any item, including lunches, must do so via the front office.** We ask that no electronic messaging is sent to students during class time.

### Deliveries for Students

**No deliveries of non-school related items will be accepted. Lunches and other school related items must be delivered to the front office for student pickup. Parents, guardians, and other family members may drop off lunches for students however food delivery sources will be turned away. Students are responsible for retrieving their items during brunch, lunch, or passing period. The school will not be responsible for missing or stolen items.**

### **Messages for Students**

We are unable to deliver messages to students. In case of emergency, you should direct your request to the Attendance Office (408-201-6122). Please be prepared to state the nature of your emergency.

### **Parking**

Parking for the school is in the visitor parking lot. Any unattended cars parked in the fire lane of the drop-off zone in the front of the school may obstruct emergency responder access and will be ticketed by MHPD and may be subjected to towing at the owner's expense.

### **Visitors**

Students are not allowed to have visitors, pets or children on campus. All visitors to campus must register with the receptionist in the administration building upon arrival and receive a visitor's pass. Salespeople and vendors are not allowed to solicit business or make deliveries on campus.

### **Volunteers**

Volunteerism is appreciated and encouraged. All volunteers must receive proper clearance and badge from the District Office. Volunteers must sign-in at the front desk and show their badge every time they arrive on campus to volunteer.

### **Attendance**

Daily attendance is important to success in school. Please see Live Oak High School's Attendance Policy on Page 24.

Remember...in any one class:

- At 8 unexcused absences, students may lose credit for the class

To report an absence or tardy, parents/guardians should contact the Attendance Office immediately (excused absences can be verified within three days of the absence). The attendance clerk is available between the hours of 7:30 am and 3:30 pm, however, voicemails can be left as well. Students and parents/guardians can access live attendance tracking via our AERIES online program. In addition, if a student is absent, teachers can be reached via email or google classroom for missing assignments in addition to student-teacher contact upon return. To reach the Attendance Office, please call (408)201-6122.

### **Tardy Policy**

Students are tardy if they are not sitting at their assigned seats and prepared for class when the bell rings. Tardies may also lower the student's grade per teacher's course syllabus. (See additional information below)

### **Consequences for Tardies:**

**Tardies 1-5 in any one class:** Students may lose participation points for each tardy. Each teacher will explain their participation point system to the students so that students are aware of the impact the loss of participation points will have upon their final grade.

**Tardies-6 and on in any one class:** Students may continue to lose participation points. As a consequence for **each additional tardy**, students may be assigned 1 hour of lunch time cleanup.

### **Procedures for Leaving Campus**

**For any medical, dental, or other off-campus appointment, please contact the school as soon as possible so arrangements may be made to retrieve the student from class with the least possible disruptions and delay in leaving campus.** Parents/guardians must be prepared to show a picture ID to

verify information on the student's emergency card when picking up a student to leave campus during the school day. **Students must check out through the Attendance Office when leaving campus. Failure to do so will result in an unexcused absence regardless of reason.** Students will be given an off-campus pass when they leave. If a student is returning to school, they must check in to the Attendance Office before reporting to class.

#### **Agenda Hall Pass**

Students are **not** permitted out of class during instructional time unless they have a **signed agenda** or pass stating the time and date of the release. Visits to the Health Office require a Health Office pass. Students are not permitted to leave the classroom for the first 10 minutes and last 10 minutes of each period.

#### **Photo ID Cards**

Each student **must carry** his/her Live Oak High School photo ID card at all times while on campus during the school day and also at school functions and events. **This card must be shown upon demand to any teacher, campus monitor or supervising adult.** Your photo ID will also be needed for purchasing items from ASB, borrowing books from the library, using the Internet, and participating in school ASB activities.

#### **Cell Phones**

Any personal electronics (iPods, gaming devices, and other similar items) brought to school are done so at student's own risk. The school takes no responsibility for stolen or lost items. Students are allowed to have cell phones and other electronic devices at school; however, they may be used only at brunch, lunch, passing periods, before and after school outside of buildings. **They are never to be used, audible, or visible inside or outside classrooms during class time. They are never to be taken to P.E. or stored in the P.E. locker rooms.** In the case of an emergency, students may request to use the front office phone. Electronic devices are subject to search at any time given reasonable suspicion of an impact on school environment/safety.

- **First offense:** Device is confiscated and held by the Assistant Principal's (AP) office until the end of the school day.
- **Second and third offense:** Device is confiscated and sent to the Assistant Principals' office. The device will only be released *in person* to a parent/guardian and not to a student.
- **Further offenses:** The student is considered in defiance of valid school authority and will be subject to more severe disciplinary consequences up to and including suspension from school.
- Students may be required to surrender their cell phone to the school administration during the school day.
- Whenever a student is in the office for disciplinary reasons, all electronic devices will be taken and held by administration until the student is released.
- The refusal to relinquish a cell phone or any other item upon request of a staff member constitutes insubordination and may result in suspension from school.

#### **Chromebook Policy**

The student Chromebook is provided by the Morgan Hill Unified School District as a technological resource to enhance the individual and collaborative learning of our students, and has proven extremely beneficial to our students when used appropriately. The use of the Chromebook as a technology resource is a privilege, not a right.



The misuse of a Chromebook compromises student learning and disrupts the classroom environment. The following policy is provided to ensure that all users are aware of the expectations associated with responsible, ethical, and lawful use of a Chromebook. This policy is in effect both during and outside of the school day, and on or off campus.

If a student violates any provision of this policy, he or she will be subject to disciplinary actions, which may include, but are not limited to, denial of access to the Chromebook, revocation of participation in, attendance at extracurricular activities, and other consequences as deemed appropriate by administration. Illegal use of the Chromebook may lead to suspension, expulsion and/or arrest.

**The Chromebook Policy guidelines are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These guidelines support, but do not limit, our authority.**

#### **Student Expectations**

- Students must bring their Chromebooks to school every day fully charged.
- Students are only to use Chromebooks when instructed to do so by their teachers
- Students are responsible for the safety and security of their device
- Student are to promptly report any problems with their device to the Librarian
- Students may not tamper with or remove the serial number and other identification tags

**In addition to the above school-wide expectations, individual teachers may require other responsible use expectations as delineated in their course syllabus.**

#### **Infractions and Demerits Procedures**

Live Oak High School has adopted the following demerits system regarding students' inappropriate usage of district issued Chromebooks. The policy and disciplinary expectations and actions will be strictly adhered to. The following is the LOHS Chromebook Policy definition of a Chromebook usage infraction:

***“any use of the Chromebook in a class period unrelated to the teacher specified task.”***

***It is the responsibility of the student to seek clarity from his or her teacher when unsure of an assigned task***

Students guilty of an infraction will be given a demerit by their teacher. Students who accumulate 12 or more demerits in a quarter will no longer be eligible to participate in all school related extracurricular clubs and/or teams including band, athletics, cheer, drama, FFA and all other school programs. Demerit totals affecting participation with these programs are calculated quarterly. At the start of a new quarter, student demerit totals will be reset to zero for purposes of extracurricular activities.

Students who accumulate 12 or more demerits total throughout the course of a semester are not eligible to attend school dances and other ASB related activities. This includes demerits that were received in both quarters within a semester. At the end of a semester students demerit totals will be reset to zero for purposes of both ASB activities eligibility as well as extracurricular program eligibility.

### **Tracking Demerits**

Students who receive one or more demerits will be able to track their semester totals through the Aeries student portal. The student will be notified upon the issuance of a Chromebook Demerit.

Teachers may incorporate Chromebook Demerits into a student's overall grade, as specified in the teacher's course syllabus.

### **Unauthorized Use of Recording or Listening Device**

It is a violation of both California state law (Ed Code 51512) and school policy to use any electronic listening or recording device without prior consent of the teacher and/or principal. Any student, or persons, who do so will be subject to criminal or school discipline.

### **Facility Care & Maintenance**

Live Oak High School takes pride in its facilities. In order to preserve a clean, attractive campus, the following rules must be observed.

- ◆ Students are not to post flyers around campus unless approved by administration.
- ◆ No duct tape may be used (it pulls the paint off!). Blue tape ONLY.
- ◆ Students are to respect classroom rules and assist in maintaining a tidy appearance.
- ◆ Students must dispose of their garbage in the garbage cans deposited throughout campus.
- ◆ Students must clean up after themselves after eating lunch or brunch. Littering will lead to disciplinary consequences, possibly including a citation by the Morgan Hill Police Department.
- ◆ No food or drink will be allowed in classrooms, the theater, or other instructional areas on campus.
- ◆ Students are encouraged to recycle.
- ◆ Students are not to deface or vandalize any school property in any way. This includes decorations of lockers for any celebration.

Students refusing to follow these rules will be considered in defiance of authority and will be subject to disciplinary action and will be responsible for the cost of repair.

### **Health Services**

Students who become ill will be referred to the Health Office where a staff member will contact a parent or guardian. All students entering the Health Office must have a pass from the previous or current class. The school is only equipped for minor cuts and bruises. 911 will be called for emergencies at the discretion of the administration or if unable to contact any persons listed on the student's emergency card. All other decisions will be made by the parent or guardian contacted.

### **Immunizations**

All students new to Santa Clara County schools must show evidence of immunization. Required immunizations are poliomyelitis; Tdap, (diphtheria, pertussis, and tetanus) or tetanus and diphtheria the Tdap booster, Hepatitis B, measles and proof of a negative Mantoux/PPD Tuberculosis test or clear chest x-ray, unless immunization is contrary to religious beliefs (Health Code Title 17, Chapter 4, Section 6000).

### **Food Service – Subsidized Lunches**

The Live Oak cafeteria offers hot food, sandwiches, snacks, and milk each school day during brunch and lunch. The federal program for reduced price or free lunches is available. Applications are available online.

### **Library**

The library and computer labs are open from 8:00 am to 3:15 pm. Students must have Live Oak High School photo ID to use the library. Passes are required when class is in session. No food or drinks are allowed. Telephones, audible audio devices, games including cards and loud conversations are not permitted in the library. Books check out for 3 weeks, with renewals as needed. The overdue book fine is 10 cents per day for each item. Computers are to be used for assigned class work ONLY. Use of the computers implies that you agree to the Acceptable Use. Printouts cost 10 cents per page.

### **Textbooks and Chromebooks**

Textbooks and Chromebooks are issued free of charge to students; however, lost, damaged or stolen books and Chromebooks must be paid for. Textbook and Chromebook fines are sent to students by email. The school is not responsible for books, Chromebooks, materials or personal items placed in a student's locker or car. Please review the policy on Chromebook insurance at: <http://mhusd.org/technology>

### **Lockers**

Students are assigned a locker and must not use any other locker on campus. Students are not to share lockers. Students are responsible for maintaining the locker in good working order free of graffiti and decorations. Student should report any malfunction to the school office immediately. If a student forgets or loses their locker combination, they can retrieve a new one in the front office.

### **Lost & Found**

Lost and found items are stored in the ASB Office. Please turn in or retrieve items there. Any unclaimed items stored after 30 days will be donated to Goodwill.

### **Student Parking**

**PARKING IS A PRIVILEGE – NOT A RIGHT AT LIVE OAK, AND IS BY PERMIT ONLY. STUDENTS MAY PARK A CAR, AT THEIR OWN RISK, UNDER THE FOLLOWING CONDITIONS:**

- ◆ Student possesses a valid California driver's license and can show insurance coverage for the vehicle.
- ◆ Student must have all school fines cleared.
- ◆ **Student agrees to park in the student parking lot only.**
- ◆ Student will not access parking lot during the regular school day, nor violate the closed campus policy.
- ◆ Student will not engage in reckless driving in parking lot.
- ◆ Students not arriving to school on time may lose their parking privileges.

Permits may be obtained through the ASB Office for a fee of \$30. The permit must be visibly displayed in the vehicle. Preferred parking spots are \$60. ***Permits are not transferable. Permit cost is not prorated for mid-year purchases.*** A replacement fee is charged for lost or stolen permits. Permits may be withdrawn or suspended for failing to comply with the conditions cited at the discretion of the administration. Students who violate the parking rules or who park without a permit, may be cited by the MHPD. A car may be towed away at student's expense. ***The only time students may be in the parking lot is when***

**arriving and leaving campus. Live Oak is not responsible for theft or damage to vehicles. Students park at their own risk.**

**MHUSD Transportation**

Please note there is no free\* school busing to Live Oak. Please visit [www.mhu.k12.ca.us](http://www.mhu.k12.ca.us) or call the MHUSD Transportation office with specific questions (408-201-6320). (\*Free transportation is available for students who qualify.) Applications for transportation are available from the MHUSD Transportation Division or online.

**Valley Transit Authority (VTA)** VTA transit also provides service to and from Live Oak High School. Accurate schedules and fees can be found on the VTA website <http://www.vta.org> or call (408) 321-2300.

**Work Permits**

All students under the age of 18 must have work permits in order to be employed. **To get a work permit:** pick up a blank application from the administration office. **A work permit may be denied/revoked at any time if the student's school work, attendance or behavior becomes unsatisfactory. You must maintain a minimum 2.0 GPA to have a work permit. Work permits can be obtained from the District Office if needed during the summer.**

**Bell Schedule & Wednesday Collaboration**

Every Wednesday, with the exception of final exams, classes will begin at 8:40 AM.

**Wednesday Schedule**

Period 1	8:40 - 9:31	51
Period 2	9:37 - 10:34	57
Brunch	10:34 - 10:49	15
Period 3	10:55 - 11:47	52
Period 4	11:53 - 12:44	51
Lunch	12:44 - 1:14	30
Period 5	1:20 - 2:11	51
Period 6	2:17 - 3:08	51

**Regular School Day (M, T,TH,F)**

Period 1	8:10 - 9:06	56
Period 2	9:12 - 10:15	63
Brunch	10:15 - 10:30	15
Period 3	10:36 - 11:32	56
Period 4	11:38 - 12:34	56
Lunch	12:34 - 1:04	30
Period 5	1:10 - 2:06	56
Period 6	2:12 - 3:08	56

## **STUDENT CONDUCT**

The rules you are about to read in the code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

### **Dress Code**

Morgan Hill Unified School District, Live Oak High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code. **The school has the right to request that any student dressing inappropriately for school will change into other clothes, be sent home to change, and/or be subject to disciplinary action.**

The full text of the Live Oak High School dress code is available on the school website at [liveoak.mhusd.org](http://liveoak.mhusd.org).

### **Bicycles/Skateboards**

Students are not permitted to ride their bicycles or skateboards on campus. **Live Oak High School is not responsible for lost, damaged, or stolen bicycles or skateboards.** Bicycles may be locked up in the bike rack, which is located next to the Theater (200) building. Skateboards must be kept in lockers.

### **Rallies**

Rallies will be held in the gym throughout the year. All students must follow general school rules at the rallies. Students are expected to:

1. Show respect and courtesy to the presenters/speakers/performers.
2. Sit in assigned areas.
3. Remain seated until the end of the rally.
4. Never bring food, drink and/or backpacks or other bags to the rallies.

### **Dance Policies**

School dances are held in the school gym and off campus. All school rules apply at all dances. In addition to the general school rules, the following applies to all students participating in school dances.

1. School dances are limited to Live Oak High School students and their guests, who are in compliance with behavioral guidelines.
2. Each Live Oak High School student must present a valid Live Oak High School photo ID upon entrance.
3. A guest must have photo ID and **a guest pass** on file with the ASB office per dance to enter. Guest must be under age 21 and have prior approval by administration in order to attend.
4. Backpacks will not be allowed into the gym.

5. No student will be allowed in 30 minutes or more after the start of the dance.
6. Students leaving early for any reason will not be allowed to re-enter the dance.
7. Students who engage in inappropriate behavior during the event, including inappropriate dancing, may be asked to leave the school premises immediately.
8. **Any student who is involved in any of the following types of incidents while at school or at any school function...**
  - any drugs, alcohol or other illicit substances - students may be subject to drug or alcohol testing by MHPD.
  - acts involving any physical violence
  - any behavior resulting in a suspension from school for 3 or more days...

**will lose the privilege of participating in any and all extracurricular activities for a period of at least 6 weeks, inclusive of the first day of suspension. This includes all senior activities and participation in the graduation ceremony.**
9. All fees/fines must be paid before purchasing tickets to any dance and prior to participation in any extracurricular event, including graduation. All fines must be paid by the end of the current school year. There will be no fines carried over.
10. All dance tickets are pre-sale only. No tickets are sold at the door.

#### **Extra Curricular Events Policy**

##### **Participation in Extra/Co-Curricular Activities:**

To encourage and support academic excellence, students must earn at least a 2.0 or C grade point average on a 4.0 scale and maintain satisfactory progress toward graduation, as defined on page 11 in order to participate in extra/co-curricular activities. See Board Policy 5551 and 5552 (Education Code 35160.5)

A student who is involved in any of the following types of incidents while at school or at any school function...

- any drugs, alcohol or other illicit substances – students may be subject to drug or alcohol testing.
- acts involving any physical violence
- any behavior resulting in a suspension from school for 3 or more days...
- accumulation of 12 or more demerits in a quarter

**will lose the privilege of participating in any and all extracurricular activities for a period of at least 6 weeks, inclusive of the first day of suspension. This includes all senior activities and participation in the graduation ceremony.**

##### **Field Trips/School-Sponsored or School-Related Off-Campus Activities**

In order to participate in field trips or other school related activities that require missing classes, students must have less than 6 unexcused absences in any class, and have no suspensions during the semester in which the trip occurs. **Teachers will submit students' names for approval at least 10 days before a trip or activity in order to clear students for participation.** Approval from all of the students' teachers is required for participation on the field trip.

**Searches**

Any student, student locker, backpack, purse, electronic device and its contents, and/or vehicle parked on campus are subject to search at any time (**given reasonable suspicion of an effect on school environment/safety**) by the Live Oak High School administration.

**Tobacco**

Tobacco and any related products or paraphernalia, including vapor pens and oils, are not allowed on the Live Oak High School campus and/or at all school functions. Offenders will be referred to an Assistant Principal. Offenders face parental conferences, possible citation by Morgan Hill Police Department and suspensions.

**Campus Disruptions**

**Disruptive behavior on this campus is not allowed. Examples include, but are not limited to, food fights, spraying or throwing water/beverages, whistling or shouting, inappropriate hand gestures, swearing, movement or gathering of large groups of students, general horseplay, repeated defiance and/or disruption within a classroom or on campus. These behaviors are subject to disciplinary measures up to and including suspension, arrest, and/or expulsion.**

## ATTENDANCE POLICY

Because class attendance and participation is so important to student success, Live Oak High School has established the following policy to encourage students to attend all their classes. We ask that you work with us as a team to support this policy and student attendance.

### **Important Points**

- ◆ An absence occurs when the student is not present when the teacher takes attendance.
- ◆ Any time a student is absent/tardy from one or more class periods in a day, the school will call home that day to inform the parent/guardian. It is important that the school has the correct home number on file, and that parent/guardian respond to these calls home.
- ◆ **Legitimate excuses for missing class are illness, doctor or dentist appointment, funeral, religious observance, and court appearance**
- ◆ **At 6 unexcused absences** in a class during the semester of occurrence, the student may lose the opportunity to participate in all extracurricular activities (athletics, drama, yearbook, band, band performances), and loses his or her work permit.
- ◆ **At 8 unexcused absences** in a class in the same semester, the student may lose all credit for this class and will receive an "F" for the semester, however the student will not be dropped from the class. Under certain circumstances, a parent may request that the student be dropped from the class, in which case the student will receive a W/F (Withdrawal/Fail) for the semester.
- ◆ If a student needs to be absent from a class or leave school during the day, **he or she must sign out through the Attendance Office**. If a student fails to do so, even for a legitimate excuse, the **absence will remain unexcused in the record**. *Please see the Procedures for Leaving Campus policy detailed on Page 13.*
- ◆ **If a student has accumulated 14 absences in the school year in any one period due to illness, any further absences for illness must be verified by a physician. When deemed necessary by administration, a physician's note may be required for ANY illness related absence.**
- ◆ The District shall notify the student's parent or guardian of this unexcused absence policy through an annual notice or through the teacher.

### **Excusing Absences**

- ◆ To call the Attendance Office, please dial **(408) 201-6122** at any time, day or night. The attendance clerk is available from 7:30AM to 3:30PM or an answering machine will record your message at **any time of the day or night**.
- ◆ To excuse an absence, the parent/guardian must notify the Attendance Office in one of these ways: telephone call, in person, or a signed note.
- ◆ **Parents/guardians have 3 school days after the date of an absence to excuse the absence.** **If an absence is not excused within 3 days, it will remain in the record as an unexcused absence.** Under no circumstances are absences cleared at the end of the grading period.



### Releasing Students From Class

- ◆ **For any medical, dental, or other off-campus appointment, please contact the school as soon as possible so arrangements may be made to retrieve the student from class with the least possible disruptions and delay in leaving.** Parents/guardians only may excuse their student from school and must be prepared to show a picture ID to verify information on the student's emergency card when picking up a student to leave campus during the school day. **Students must check out through the Attendance Office when leaving campus. Failure to do so will result in an unexcused absence regardless of reason.** Students will be given an off-campus pass when they leave.

### Making Up Work

Attending classes every day is crucial to student success in a comprehensive high school program. The most challenging aspect of a student being absent from school is making up the missed coursework. Below are guidelines to keep students from falling behind:

#### 1-4 Days' Absences

- **Buddy System** – When a student is out 1-4 days, it is best for the student to call, text or email friends in his/her classes to get the missed assignments. When the student returns, he/she will not be far behind the rest of the class. The student should always make arrangements with the teacher to make-up any missed quizzes, tests, projects, presentations, or lab work that was missed. The student has as many days as he/she was absent (for excused absences) to make up missed work.
- **Email** – The student and/or his family may email the teachers directly for an absence of 1-4 days. Most teachers respond quickly to this form of communication. Teachers' email addresses can be found on the school website.

#### 5 -10 Days' Absences

- **Short-term independent study contract** – When a student knows in advance that he/she will be out for 5 or more consecutive days, a short-term independent study contract can be requested through the attendance office. This is a formal agreement which includes all work that the student will miss. The teachers assign work for the number of days that the student will be absent, and the work is due the day the student returns. This contract must be requested **prior to** the absences occurring. If a student does not return on the day stated on the contract, the contract may become invalid. **The family should request this as soon as they know that the student will be out for more than 4 days.**

#### 11+ Days' Absences

- See a counselor immediately for an educational alternative.

Students will not receive credit for assignments or tests missed because of an unexcused absence. .

For excused absences, students will be allowed to make up class assignments and assessments. It is the student's responsibility to make arrangements with the teacher for making up this work. The minimum time a teacher should allow a student to complete this work is the number of consecutive days that the student was excused absent.

**Parents/guardians are encouraged to log on to their AERIES portal or to call the Attendance Office between the hours of 7:30AM and 3:30PM to discuss their student's attendance. Please call (408) 201-6122.**

Parents/guardians are also encouraged to leave messages for individual teachers regarding attendance or other issues of concern. Please call (408) 201-6100, 1, and then the extension number (teachers' extension numbers can be found on the staff directory of the Live Oak website). Teachers should respond within 2 school days.

#### **Aeries Portals**

Aeries Portals for teachers, parents, and students is a Website **that connects parents to teachers** with any device. The main aim of this program is to increase communication between parents and teachers to help **ensure student success**. Parents and students can easily access critical information 24 hours a day, including real-time attendance, grades, test scores, and assignments. Through Aeries Portals parents can request automated emailed weekly progress reports to stay informed on student progress. Aeries Portals also helps parents and students **stay up-to-date** with school events and assignments with the portal calendar. Students and/or parents have the ability to request courses online.

This Website provides a **single, secure sign-in** for parents or guardians with multiple students regardless of the school enrolled at MHUSD. **Multi-lingual support** (English, Spanish, Vietnamese, Chinese, Korean and Arabic) is also available. Both parents and students can access Aeries Portals by **going to:** <https://morganhillusd.asp.aeries.net/student>.

#### **Mobile Device**

Students and parents have immediate **access** to real-time student information **using their preferred mobile device**. Quickly access assignments, grades, and attendance with simple one touch navigation.

#### **Username & Password**

Each student has his/her own username and password. Secondary students may obtain their username and password from the Counseling Office during brunch, lunch, or before or after school. Each parent or guardian also has their own username and password which is available for pick-up by bringing a photo ID to the school main office any time during the regular school hours. **Usernames and passwords will only be given to students and parents/guardians in person**, and will NOT be provided over the phone or by email. If you need support with access or logging in, please contact the school registrar.

## LIVE OAK HIGH SCHOOL CODE OF CONDUCT

The following Code of Conduct is to assist parents, staff and students to ensure a positive and safe learning environment at Live Oak High School. The understanding of these school rules and regulations will ensure due process for everyone. The school has the right to determine the appropriate level of discipline based on the particular facts of each incident of misconduct. The school may choose any or all of the listed disciplines depending on the particular facts. Where the misconduct fits within more than one of these categories, the school can choose any or all of the listed disciplines within any or all of the categories.

The rules your are about to read in the code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

### DISCIPLINARY PROCEDURES

#### **Alcohol Possession/Use Distribution**

Administrator/Parent/Student conference  
5 day suspension  
Referral to law enforcement  
Expulsion recommendation\*

#### **Alcohol Sale**

Administrator/Parent/Student conference  
5 day suspension  
Expulsion recommendation\*

#### **Altering of School Document**

Administrator/Parent/Student conference  
1-5 day suspension  
Expulsion recommendation\*

#### **Arson**

Administrator/Parent/Student conference  
Restitution: Referral to law enforcement  
5 day suspension  
Expulsion recommendation\*

#### **Assault/Battery on Another Student**

Administrator/Parent/Student conference  
5 day suspension  
Referral to law enforcement  
Expulsion recommendation\*

#### **Battery with Weapon**

Administrator/Parent/Student conference  
Referral to law enforcement  
5 day suspension  
Expulsion recommendation\*

#### **Breaking Closed Campus Policy**

Administrator/Parent/Student conference  
Referral to law enforcement  
1-5 day suspension

#### **Bullying/Harassment/Hazing**

Administrator/Parent/Student conference  
Referral to law enforcement  
1-5 day suspension  
Expulsion recommendation\*

#### **Computer Misuse/Vandalism**

Administrator/Parent/Student conference  
Restitution: Restriction from computer use  
1-5 day suspension  
Expulsion recommendation\*

#### **Controlled Substances**

##### **(Distribution/Possession/Usage)**

Administrator/Parent/Student conference  
Referral to law enforcement  
5 day suspension  
Expulsion recommendation\*

#### **Controlled Substances (Sale)**

Administrator/Parent/Student conference  
Referral to Law enforcement  
5 day suspension  
Expulsion recommendation\*

#### **Disruptive Conduct**

##### **(Classroom or School Activities)**

Administrator/Parent/Student conference  
1-5 day suspension  
Referral to law enforcement  
Expulsion recommendation\*

##### **Disruptive Conduct (Field Trip)**

Administrator/Parent/Student conference  
1-5 day suspension  
1-year restriction from field trips  
Referral to law enforcement  
Expulsion recommendation\*

#### **Drug Paraphernalia**

##### **(Distribution/Possession/Sale)**

Administrator/Parent/Student conference  
Referral to law enforcement  
1-5 day suspension  
Expulsion recommendation\*

#### **Electronic Device (Possession)**

Parent must pick-up

#### **Explosive Device**

##### **(Distribution Possession/Sale)**

Administrator/Parent/Student conference  
Referral to law enforcement  
1-5 day suspension  
Expulsion recommendation\*

#### **Explosive Devices (Use)**

Administrator/Parent/Student conference  
Referral to law enforcement  
5 day suspension  
Expulsion recommendation\*

#### **Extortion**

Administrator/Parent/Student conference  
Restitution; Referral to law enforcement  
5 day suspension  
Expulsion recommendation\*

#### **False Fire Alarm**

Administrator/Parent/Student conference  
5 day suspension  
Referral to law enforcement  
Expulsion recommendation\*

#### **Forged Administrator's Signature**

Administrator/Parent/Student conference

1-5 day suspension	5 day suspension
Expulsion recommendation*	Expulsion recommendation*
1-5 day suspension	<b>Sexual Harassment/Verbal</b>
Expulsion recommendation*	Administrator/Parent/Student conference
<b>Forged Teacher Signature</b>	Referral to law enforcement
Administrator/Parent/Student conference	1-5 day suspension
1-5 day suspension	Expulsion recommendation*
Expulsion recommendation*	<b>Theft of School/Staff/Student Property</b>
<b>Gambling</b>	Administrator/Parent/Student conference
Administrator/Parent/Student conference	Restitution
Referral to law enforcement	Referral to law enforcement
1-5 day suspension	1-5 day suspension
Expulsion recommendation*	Expulsion recommendation*
<b>Gang-Related Activity</b>	<b>Threatening Harm to Another Student</b>
Administrator/Parent/Student conference	Administrator/Parent/Student conference
Referral to law enforcement	Referral to law enforcement
1-5 day suspension	1-5 day suspension
Expulsion recommendation*	Expulsion recommendation*
<b>Hate Crimes/Speech</b>	<b>Threatening Harm to Staff</b>
Administrator/Parent/Student conference	Administrator/Parent/Student conference
Referral to law enforcement	Referral to law enforcement – CW30
1-5 day suspension	1-5 day suspension
Expulsion recommendation*	Expulsion recommendation*
<b>Inappropriate Attire</b>	<b>Tobacco Possession or Use</b>
Clothing item is changed or removed	<b>1st Offense –</b>
Parent contact	Administrator/Parent/Student conference
Detention	1 day suspension
Repeated offense – 1-5 day suspension	Referral to Law Enforcement
<b>Insubordination</b>	<b>2<sup>nd</sup> Offense</b>
Administrator/Parent/Student conference	Administrator/Parent/Student conference
Detention	2 day suspension
1-5 day suspension	Referral to Law Enforcement
<b>Mutual Student Fighting</b>	<b>3<sup>rd</sup> Offense</b>
Administrator/Parent/Student conference	Administrator/Parent/Student conference
Referral to law enforcement	2-5 day suspension
1-5 day suspension	Referral to Law Enforcement
Expulsion recommendation*	Expulsion recommendation*
<b>Obscene Acts/Gestures</b>	<b>Trespassing</b>
Administrator/Parent/Student conference	Administrator/Parent/Student conference
1-5 day suspension	Referral to Law enforcement
Referral to law enforcement	1-5 day suspension
Expulsion recommendation*	Expulsion recommendation*
<b>Parking Violation</b>	<b>Vandalism</b>
Citation or tow	Administrator/Parent/Student conference
Referral to law enforcement	Restitution; Referral to law enforcement
<b>Profane or Abusive Language</b>	1-5 day suspension
Administrator/Parent/Student conference	Expulsion recommendation*
Referral to law enforcement	<b>Verbal Abuse of Staff</b>
1-5 day suspension	Administrator/Parent/Student conference
<b>Robbery</b>	1-5 day suspension
Administrator/Parent/Student conference	Referral to law enforcement
Restitution	Expulsion recommendation*
Referral to law enforcement	<b>Weapons Possession, including imitation firearms</b>
1-5 day suspension	Administrator/Parent/Student conference
Expulsion recommendation*	Referral to law enforcement
<b>Sexual/Battery Assault</b>	5 day suspension
Administrator/Parent/Student conference	Expulsion recommendation*
Referral to law enforcement	

*\*Expulsion recommendation with school board approval. While expulsion is pending, suspension may be extended until school board decision.*

**Any student who is involved in any of the following types of incidents while at school or at any school function...**

- any drugs, alcohol or other illicit substances
- acts involving any physical violence
- any behavior resulting in a suspension from school for 3 or more days...

**will lose the privilege of participating in any and all extracurricular activities for a period of at least 6 weeks, inclusive of the first day of suspension. This includes all senior activities and participation in the graduation ceremony.**

### **MHUSD Special Education**

The Individuals with Disabilities Education Act (IDEA) is a federal law that mandates a "free and appropriate public education" to children with disabilities. Morgan Hill Unified School District follows the education code for special education to be in compliance with the IDEA. Students become eligible for special education services through a formalized process of evaluation. Anyone who suspects that a student is disabled may request an evaluation in writing. Requests will receive a response from the school site within 15 days. Usually a Student Study Team is asked to determine whether an assessment is necessary. If recommended, assessments will take place within 60 days of the initial request. If an assessment is not recommended, the Study Team will explain their reasoning in writing. Once a student has been assessed, an Individualized Education Program (IEP) meeting is held to determine a student's eligibility for services.

### **MHUSD Non-Discrimination**

The Governing Board of the Morgan Hill Unified School District is committed to equal opportunity for all individuals in education. Morgan Hill Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities.

### **LIVE OAK HIGH SCHOOL'S ANTI-HARASSMENT POLICY**

#### **Civil and Human Rights**

"The Morgan Hill Unified School District shall take reasonable steps to provide a school environment without unlawful harassment, including sexual harassment, and shall maintain an environment in which all students and adults model this behavior and are treated with dignity and respect. Therefore, no student or adult shall be subjected to sexual overtures or conduct, either verbal, visual, physical or perceived, which are intimidating, hostile, offensive, or unwelcome. Such conduct is unacceptable and will not be tolerated. Sexual and other unlawful harassment violates state and federal law, and District policy.

Physical or verbal harassment, physical abuse, profanity, slurs, and any other actions or words, actual or perceived, are not permitted. Harassment based on sexual orientation, gender identity, race, national origin, ethnicity, religion, age, physical or mental disability, or any other basis protected by federal, state, or local law, ordinance or regulation to the extent protected by law is prohibited. Violators of this rule will be subject to disciplinary action, which may range from parent conference, counseling, suspension, expulsion, and referral to the appropriate law enforcement agency."

Everyone at Live Oak High School has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, and harassment based on gender identity, race, national origin, ethnicity, religion, sexual orientation, or disability.

A harasser may be a student or an adult. Harassment may include the following when related to sexual orientation, gender identity, race, national origin, ethnicity, religion, or disability:

- ◆ Name calling, teasing, derogatory comments, slurs
- ◆ Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls or whistles
- ◆ Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
- ◆ Graffiti, offensive or graphic posters or book covers
- ◆ Derogatory notes or cartoons
- ◆ Unwelcome touching of a person or clothing, grabbing, fondling
- ◆ Violent acts or threats

If any words or actions make you feel uncomfortable or fearful, you need to tell a Teacher, Counselor, Assistant Principal, Principal or the District's Compliance Officer.

If you believe that you or someone else has been the victim of harassment, you should report the alleged acts to a Teacher, Counselor, Principal or the District's Compliance Officer. The report may be verbal or written. You are not required to complete a written form, but if you want to use a form, one is available from the school office.

#### **Sexual Orientation/Gender Identity Harassment**

If you believe that you or someone else has been the victim of harassment based upon real or alleged sexual orientation or gender identity, you should report the alleged acts to a Compliance Coordinator. The Compliance Coordinators for Live Oak High School are Ms. Maria Reitano, Principal, Mrs. Tanya Calabretta, Assistant Principal, and (TBD), Assistant Principal.

You may also make your complaint to any teacher, counselor, or other staff member. The report may be verbal or written. You are not required to complete a written form, but if you want to use a form, one is available from the Compliance Coordinator.

Your right to privacy will be respected consistent with the District's legal obligations and the need to investigate harassment allegations and take remedial and corrective action.

We take seriously all reports of sexual harassment, and harassment based upon sexual orientation, gender identity, race, national origin, ethnicity, religion, or disability and will take all appropriate action to investigate such claims, to eliminate the harassment, and to discipline any persons found to have engaged in such conduct.

The District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is a summary of this District's policy against sexual harassment, and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability. A complete copy of the policy is available at the School office upon request.

### **Bullying**

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying happens in several different forms, including:

- **Physical** bullying involves harmful actions against another person's body. Physical bullying also involves the interference with another person's property.
- **Verbal** bullying involves speaking to a person or about a person in an unkind or hurtful way.
- **Emotional** bullying involves behaviors that upset, exclude, or embarrass a person.
- **Sexual** bullying singles out a person because of gender and demonstrates unwarranted or unwelcome sexual behavior.
- **Racial** bullying involves rejection or isolation of a person because of ethnicity.
- **Cyber** bullying is a form of indirect or social bullying that uses technological communications to humiliate, harass, embarrass, tease, intimidate, threaten, or slander another person. Cyber bullying is the act of being cruel to others by sending or posting harmful material or compromising photographs online or through a cell phone.

### **Hazing**

Hazing violates the MHUSD School Code of Conduct. This may be directed toward an act which ridicules, humiliates or embarrasses.

Examples include, but are not limited to:

- Identifying students by demeaning names
- Intentional isolation
- Scaring students with what may happen at initiation
- Requiring students to wear ridiculous costumes or perform ridiculous activities
- Stunt or skit nights/events with demeaning and/or crude skits and/or poems
- Requiring students to perform personal service to students such as carrying books, running errands, performing maid duties, etc.
- Forced alcohol consumption
- Forced ingestion of vile substances
- Gang initiation
- Assault including paddling, beating
- Birthday bashing

**The commission of any of the above acts will garner disciplinary consequences which may include suspension and/or an arrest by MHPD.**

## COMMUNITY RESOURCE Student Assistance

Listed below are Community Services and Hotline Numbers to assist you with any personal problems.

24-7 Teen Line-----1-888-247-7717  
 Safe Place – Runaway -----408-243-0222  
 Teenage Health Resource (Confidential)-----1-888-711-8336  
 California Youth Crisis Line-----1-800-843-5200  
 Rape Crisis Hotline -----408-779-2113  
 Suicide Prevention-----408-683-2482  
 Gay Youth Hotline-----1-800-246-7743  
 Planned Parenthood-----408-847-1739

**AIDS/HEALTH:**

AIDS Hotline-----1-800-342-AIDS  
 AIDS Testing -----408-885-7000  
 24 Hour Hotline -----1-800-FOR-AIDS  
 South Valley Pregnancy Center (24 hour)-----408-778-1175

**ABUSE (Child, Domestic Violence):**

Children’s Shelter -----408-558-5400  
 Child Protective Services -----408-683-0601  
 Contact (Teens & Adults) -----408-279-8228  
 Crisis Counseling-----408-683-4118  
 Child Abuse Reporting (24 hour)-----408-299-2071  
 Community Solutions Domestic Violence Line -----408-683-4118

**ALCOHOL/DRUGS/TOBACCO:**

AL-ANON (Alcohol Support Group) -----408-379-1051  
 Alcoholics Anonymous-----408-295-0920  
 24 Hour Drug and Alcohol Referral Network-----1-888-304-9797  
 FLASH (Families Learning About Substances & Health)-----408-842-7138  
 Child, Adolescent & Family Services-----408-299-2304  
 No BUTTS (Tobacco) -----1-800-766-2888  
 Resource Alliance NCADD (Help Line) -----408-292-9945

**CRISIS/HELP:**

Bill Wilson Center -----408-554-0888  
 Center for Living with Dying -----408-980-9801  
 East Field Ming Quong Family Services -----408-379-3790  
 Gay and Lesbian Hotline -----408-293-4525  
 Community Solutions-----408-779-2113  
 24 Hour Crisis Hotline-----408-294-0579  
 Suicide & Crisis Hotline-----408-279-3312