



LIVE OAK HIGH SCHOOL

Parent / Student Handbook
2019-2020

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Live Oak, CA 95953

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FACULTY

Allan, Stephanie	Horticulture, Floral Design, Leadership, Ag. Science
Anderson, David	Economics/Government, AVID, AP US History
Arostegui, James	Mathematics
Arostegui, Steven	State Requirements, AVID
Arostegui, Susan	Physical Education
Fernandez, Danielle	English, AVID
Cates, Robert	Computer Science, Computer Graphics
Clemensen, Ryan	English, AP English, AVID, Yearbook
Dolan, Larry	Spanish 1, Social Science
Enriquez, Lisa	Spanish 2, 3, AP Spanish
Fredericks, Michael	English, English Intervention, AP English
Galicia, Ricardo	SDC
Romero Robles, Cecilia	ELD, ELA Intervention, English
Johnson, Dan	Agriculture, Woodshop
Jones, Leslie	Social Science, AP World History
Jones, Melinda	Resource Specialist, State Requirements
Lemieux, Kayla	Resource Specialist, World History, US History
Maguire, Cierra	Art
Lindgren, Katie	Mathematics
Fordis, Samantha	Band, Choir
Owen, Michael	Science, Athletic Director
Perry, Jason	Science
Rogers, Jim	Welding
Samra, Maninder	Mathematics
Arostegui, Tressa	Mathematics
Tilton, Robert	English, Drama
Voth, Mike	Science, AP Biology
Weinrich, Matt	Physical Education

COUNSELING

Jennie Duran	Counselor, Work Exp. Coordinator
Nick Roberts	Counselor
Joanna Alvarado	College/Career Technician

STAFF

Sarina Tilton	Principal's Secretary
Cynthia Perez	Counseling Secretary
Michelle Eller	Attendance Secretary
Kathleen Papa	Nurse
Kathleen Key	Library Clerk
Pam Vaughn	Head Cook
Gloria Quiroz	Instructional Aides
Jessica Soto	
Monica Hernandez	
Celeste Diaz Lara	
Chris Odom	Custodians
Nick Bailey	
Yer Hang	
Josh Diaz	

ADMINISTRATION

Mat Gulbrandsen	District Superintendent
Tony Walton	Principal
Kyndall Gibbs	Assistant Principal

BOARD OF TRUSTEES

Mrs. Kathy Walker	Mr. Ernie Rodriguez
Mr. Scott Davis	Mr. Talwinder Chetra
Mr. Roger Christiansen	

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I. Mission Statement of Live Oak Unified School District

Through a safe and supportive environment, in partnership with families, staff, and the community, Live Oak Unified School District is committed to:

- Providing a rigorous academic environment to every student through innovative college and career readiness programs
- Fostering students to be ethical, self-motivated, and caring citizens
- Inspiring creativity, critical thinking, and technological literacy for success in an ever-changing world
- Promoting school and community pride
- Embracing diversity and small community as a strength

II. Mission, Vision, and Objectives of Live Oak High School

Mission Statement

Live Oak High School, through a safe, caring, and supportive environment, in partnership with families, highly qualified staff, and the small community is committed to graduate all students while:

- providing a rigorous academic environment through innovative college and career readiness programs;
- inspiring lifelong learners, ethical, self-motivated, and caring citizens;
- fostering creativity, critical thinking, and technological literacy for success in an ever-changing world;
- promoting school spirit and pride in our rural community;
- and embracing diversity.

Vision Statement

Live Oak High School is dedicated to prepare critical thinkers to face the future by cultivating excellence in every graduate through high academic expectations, ethics, personal success, and community involvement.

Objectives

- 100% of our students shall graduate.
- 100% of our students shall achieve the Live Oak Expected Outcomes (LEOs) by graduation.
- 100% of our students shall demonstrate adequate yearly progress toward or beyond proficiency of grade level standards in core subject areas.
- 100% of students shall learn on a safe campus where diversity is embraced.

III. LOUSD Philosophy Relating to Student Attendance and Behavior

The Live Oak Unified School District feels that it is the basic right of each student to obtain a quality education, and no one has the right to disrupt that learning process. To that end, the Live Oak Unified School District strives to maintain an atmosphere in school and at school activities which enhances the potential for success of every member of the school community.

Live Oak's commitment to learning includes the concept that, in order to learn, students must be guaranteed an environment that is safe, classrooms where mutual respect is the underlying principle, and rules that are publicized, explained and enforced. These rules or standards for student behavior have been written to inform all concerned what behavior is expected and what consequences shall result if these rules are not followed. As students become more responsible for their own behavior they develop personal accountability which allows them to become responsible citizens.

The Live Oak Unified School District believes that self-sufficiency combined with community contributions is essential to a healthy society. We hope that our students will develop high moral and ethical standards and an enthusiasm for learning. In fact, one of our primary goals is for our students to be productive members of society. Parents, teachers, administrators and the Live Oak Unified School District Board of Trustees will need to work together and support the efforts set forth in order to ensure the success of our students.

Teachers, counselors, and administrators will be responsible for modeling and teaching students the behavioral standards desired in the classroom and in the school. Parent support is essential to assure that students respect and follow the rules and regulations of the school. Finally, students must be responsible for regular attendance, since those with good attendance are most likely to be successful in school.

IV. Student Responsibilities and Expectations

- Students are expected to show respect for the teacher and other students in the classroom.
- Any behavior that disrupts instruction is inappropriate.
- Students are expected to come to class prepared to work and stay on task for the entire period.
- Students must comply with the classroom rules as described by each teacher.
- Students are to work with the classroom teacher to improve behavior, and if that effort fails, the student who continues to disrupt the learning process will be referred to the site administrator or counselor.

V. Parent Responsibilities

Parents and school personnel should work together to maintain good standards of student behavior and attendance. Parent responsibilities are:

- Take a sincere interest in your child and his/her progress.
- Give full support to the teacher and other persons working with your child.

- Require your child to go to school every day, except when ill.
- Notify the school promptly by phone whenever your child cannot attend.
- Participate in conferences at school concerning your child.
- Read carefully all reports and notices sent to you by the school and send back promptly those items to be returned.
- Be sure your child is neat, clean, has had proper rest, and is properly fed when he/she is sent to school.
- Know the school rules and feel free to phone the school (695-5415) for information.
- Take full monetary responsibility for any and all fines/outstanding balances that your child has incurred.
- Cooperate fully with the school personnel in all matters regarding the progress, adjustment, and behavior of your child.
- Accept responsibility for any acts of misbehavior by your child, which includes paying for property lost, damaged, or destroyed.

We want to be responsive to any concerns parents may have about our instructional program. If you have any questions, please talk directly to the teacher in charge. If you still have concerns, please follow the established chain of command to the site-administrator.

VI. Staff Responsibilities

All staff members have the responsibility to respect the dignity of each individual student by being professional, mature, and maintaining self-control. Teachers are in a position to help students develop self-worth, self-esteem, and lifetime values for young people. Professional educators should maintain a positive image for students whenever the possibilities arise, and do everything possible to help students attain personal dignity.

VII. Academic Requirements

The instructors and curriculum at Live Oak High School offer academic rigor of the highest quality. Each student is provided with sufficient academic opportunities so they may be prepared to attend the finest colleges and universities or trained for entry-level employment. The LOHS Career Center has information students may explore concerning their options for future employment. Parents are encouraged to use the online parent portal for up to date information on student progress, and to contact the counseling department with further questions or concerns.

A. Graduation Requirements

Board Policy (5011.3)

1. Graduates of Live Oak High School must earn two hundred and sixty (260) units. The curriculum has seven periods per day. The required subjects are listed under section three. The remainder may be additional required subjects or electives.
2. A class that meets five periods per week for one semester shall earn five units. Students who transfer will have units prorated by individual counseling.
3. The completion of the following schedule is required for graduation:
 - a. Each student must take a minimum of three academically oriented subjects concurrently.
 - b. Forty units of English are required.
 - c. Thirty units of social science are required. Tenth grade students will pass ten units of World History. Eleventh grade students will pass ten units of U.S. History. Twelfth grade students will pass ten units of American Government (civics) and Economics.
 - d. Twenty units of mathematics of which ten units must be Integrated Math I or II.
 - e. Twenty units of science of which ten units must be a physical science and ten units must be a life science.
 - f. Twenty units of physical education are required.
 - g. Ten units of visual and fine arts or ten units of a foreign language or ten units of a Career Technical Education class are required.
 - h. Ninth grade students must pass State Requirements.
 - i. All seniors must successfully complete their Senior Board Presentation of their Senior Project.
4. Students must attend eight semesters, unless the Principal authorizes early graduation.
5. Students may retake a core class to improve a grade, but will only receive elective credits. You must meet with the counselor to discuss reasons for retaking the class.
6. Students failing a class in the senior year may take that class in the next scheduled summer school and, if passed, receive their diploma immediately.
7. No senior may make up a class that he/she has failed without Counselor's written approval.

8. Additional elective units may be obtained by taking adult education courses, work experience courses, R.O.P. courses, summer school courses, post-secondary courses, and independent study courses.
9. Failing seniors and parent/s will be notified by progress report at the end of P1, P2, P4, P5 and at the end of each semester. Notices may also be sent at any other time that a senior appears to be failing. The parent will also be notified by a telephone call, if possible. There will be a semester conference with the senior involved, parent, and counselor to establish graduation contracts for credit deficiency.

All seniors who meet graduation requirements will participate in the Grad Walk field trip. Seniors wear their caps and gowns and are taken to Luther and/or Encinal schools for a Graduation Parade. All eligible students participate unless the Principal's office is notified otherwise in writing by parents/guardians prior to the trip(s).

California Equivalency Diploma

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

Early Graduation

Early graduation for students who have completed seven semesters of resident attendance is allowable under the following criteria:

1. Upon entering the seventh semester of high school, the student must have acquired 225 units.
2. The student must submit a petition for early graduation to the principal of the high school by the first Monday in December of the year prior to the intended year of graduation.
3. Upon receipt of the petition, the principal will review the requirements and approve or disapprove early graduation.

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

Senior Graduation Guidelines

A senior may not participate in the graduation ceremonies if:

1. He/she has not fulfilled all graduation requirements for receiving a diploma;
2. **He/she has not completed all make up units prior to May 15th.**
3. He/she receives three or more unexcused absences during P6 of their senior year (including Suspensions and unverified absences after 4 days.)
4. He/she has not completed final assignments, taken all finals, turned in all books and cleaned out his/her locker and paid all fines due;
5. He/she has not maintained 85% attendance during the senior year. Absences that count negatively toward attendance include illness, personal, suspension, unexcused, and unverified days. Extenuating circumstances will be considered on a case by case basis by the site principal.

6. He/she has been given administrative suspension from school more than once during the last semester of the senior year;
7. He/she has received suspendable disciplinary action during the senior trip.
8. He/she was not willing to serve all disciplinary consequences (i.e., suspension, detention, restricted lunch etc.).

Students not on track to graduate will not participate in the end of year activities including graduation, the senior trip, and senior luncheon. A senior who graduates at mid-term may participate in the graduation ceremony if he/she petitions the principal 30 days prior to graduation, follows the graduation rules, and participates in all practices.

Seniors Not Eligible to Participate in Graduation Ceremonies:

A senior not participating in the graduation ceremony will not be able to pick up their Graduation package, including the cap and gown, until the next regular business day after the graduation ceremony.

Valedictorian and Salutatorian Selection

The principal, assistant principal, and counselor will determine Valedictorian and Salutatorian selection based on Academic GPA, Overall GPA, and Academic Rigor.

B. Program Changes

If a program change is needed after the first week of the first semester, the student must:

1. Make an appointment with the counselor to discuss the program change.
2. If the student still wishes to have the program change, the counselor will set up a meeting with instructors, at least one parent, the student and the counselor.
3. If the parent is not satisfied with the decision of the committee, the decision may be appealed to the principal.

No program changes will be granted after the first week of the first semester or after the first week of the second semester, unless the above criteria 1, 2, and 3 have been met and approved.

C. Scholarships / College Attendance

Each year there are various scholarships available for graduating seniors. Seniors are encouraged to apply for as many scholarships as possible. The counseling staff will alert students to available scholarships and deadlines in the daily school bulletin and in posted announcements. Seniors should check the office once a week for updated scholarship information.

Live Oak High School students have been very successful in receiving scholarship monies. These students maintained good academic grades, and stood above other applicants with the same GPAs because of their involvement in school and community activities. Encourage your students to join clubs, band, athletics, student government, and participate in community service projects. It is important for freshman students to begin now doing the things that will help them earn scholarships.

VIII. Athletics

(All rules and regulations listed in Athletic Handbook)

A. Coaching Assignments

Varsity Football	Mr. Jim Arostegui
Junior Varsity Football	Mr. Robert Tilton
Cheerleading	Ms. Janette Herrera
Girls Tennis	Mr. Larry Dolan
Boys Tennis	Mr. Ryan Clemensen
Boys Soccer	Mr. Luis Cibrian
Girls Soccer	
Varsity Girls Basketball	Mr. Nick Roberts
Junior Varsity Girls Basketball	
Varsity Girls Volleyball	Mr. Wyatt Roberts
Junior Varsity Girls Volleyball	Ms. Jessica Soto
Varsity Wrestling	Mr. Michael Fredericks
Junior Varsity Wrestling	Mr. Gabriel Ceja
Girls Wrestling	Mr. Ernie Caratachea
Varsity Boys Basketball	Mr. Curtis Jeffords
Junior Varsity Boys Basketball	
Varsity Girls Softball	Mr. Stacie Epperson
Junior Varsity Girls Softball	
Boys Track Coach	Mr. Robert Tilton
Girls Track Coach	Mrs. Michelle Eller
Varsity Boys Baseball	Mr. Robert Burgess
Junior Varsity Baseball	

B. Eligibility: LOHS Extra/Co-Curricular Activities

Live Oak High School offers many opportunities for athletic involvement and encourages all students to become involved. Students are eligible for participation only if they meet CIF and athletic eligibility requirements.

Students involved in the following activities and programs shall be affected by the eligibility requirements:

All Athletic teams	Mascot	Senior Trip
Student Body Officers	FFA	Ashland Trip
Class officers	Club officers	Field Trips
Shady Creek Counselors		

Grades

In order for students to be part of a team or an officer, they must have a 2.0 GPA while making minimum progress towards graduation at each grading period. Students who do NOT have a 2.0 GPA in the grading period preceding elections/tryouts may choose to use their "probation" option in order to establish eligibility. Students must pass a minimum of 20 units in order to use "probation." Students may also use their probation to attend their senior trip as well.

A student who does not meet educational requirements will be allowed to exercise only one probationary period during their high school years. Students initiating the probationary period must complete it and will not be considered for future probationary status. The GPA of participants and those wishing to participate will be determined the Monday after grades have been turned into the counseling office.

Participation in More than One Sport

Athletes must pick one sport per season

Code of Conduct

- a. Any student who steals, damages, defaces, or possesses without permission a teammate's property, LOHS property, school property, or property from any other school will be suspended for theft and may be ineligible to participate in any interscholastic contests for that sports season. Repeated offenses may result in ineligibility for the remainder of the year at administrative discretion.
- b. If an athlete is suspended from school due to the use of, or possession of, tobacco, alcohol, illegal drugs, or controlled substances, he/she will be ineligible to participate in any form for that athletic season (Fall, Winter, Spring). Furthermore, the athlete will not be eligible for athletics until he/she has completed all required counseling.

Fines

Students must pay outstanding fines or make arrangements to make monthly payments. Students who have a fine at the end of the year must clear the fine in order to be assigned a locker and receive a class schedule in summer. Students who are seniors must pay all fines in order to participate in graduation ceremonies.

C. Eligibility: CIF Regulations

Live Oak High School abides by all rules and regulations regarding athletics as set for by CIF. These include, but are not limited to:

- a. No pupil shall participate in a game or meet with another school who is 19 years or over by September 1. A person shall not be allowed to play on the varsity football team until they have reached their 15th birthday.
- b. No pupil shall compete in athletic contests with another school after attending eight semesters in any secondary school. Postgraduates are ineligible.
- c. During the school season of any sport, no student may compete on both a school team and a non-school team in the same sport. Any person doing so is disqualified from all athletics during the current season, and the game in which such a student participated during and after the infraction of the rules shall be forfeited.
- c. All students must have a 2.0 GPA, pass a minimum of 20 units per semester & be on track to graduate (no more than 20 units below minimum needed).

Additional athletic information is available in the LOHS Athletic Handbook.

D. Transportation Policy

Students will ride to all away school events in the transportation provided by the school. At times when transportation difficulties arise for the school, parent volunteers may be asked to provide transportation. In such cases, volunteers must sign a Volunteer Driver form available in the Attendance Office, complete and submit a DMV Pull Notice, and follow all stated regulations. Volunteer drivers must submit a new insurance policy verification yearly; copies of the new insurance cards must be submitted each time they are renewed during the year. All transportation rosters must show which vehicle and driver is transporting each student.

Parents may request permission from the administration for a student to return from an away contest with a parent, legal guardian or responsible adult designated by the parent or guardian. Requests must be in writing, approved and initialed by the administration or designee, and on file in the office before the bus leaves for the contest. **NOTES MUST BE TURNED IN DURING REGULAR SCHOOL OFFICE HOURS.** The coach will also have a copy of the note. Failure to comply with this rule will result in a disciplinary action upon returning to school.

IX. Attendance

With the passage of Senate Bill 727 effective July 1, 1998, the State of California no longer recognizes any absence, other than an approved school activity, for the purpose of determining ADA funding. All absences are considered unexcused for funding purposes.

A student's presence in the classroom is essential if he/she is to benefit from the educational program. Regular attendance is the most important factor in school success. In the event a student is absent, it is the parent/guardian's responsibility to explain the absence either in person, by calling the Attendance Office at 695-5415 the day of the absence, or by sending a note when the student returns to school. The Attendance Office hours are 7:30 a.m. – 4:00 p.m. All absences are to be cleared within FOUR days of the student's return to school or the absence will become an unexcused absence. (Attendance will **not** clear absences that are five days or older for any reason.)

Notes

Notes must contain:

1. Date note was written and student's name
2. Exact dates the student was absent
3. Reason the student was absent
4. Signature of person writing the note (must have signed the Student Emergency Information Card) and been authorized by parent to sign notes
5. Relationship of person who signed note to the student
6. Phone number where parent/guardian can be called that day

Notes are to be handed in to the Attendance Office between 7:30 a.m. and 8:00 a.m. on the morning the student returns to school. (See next section for valid absences). Standing in line to hand in a note is NOT an excusable tardy. Students may not sign their parent's/guardian's name, even if the parent/guardian consents; all signatures must be made by the parent/guardian personally. Students caught forging notes will no longer be allowed to bring notes and will receive on-campus-alternative (OCA) and/or restricted lunch. Absences must then be cleared by a parent telephone call or by the parent coming in to the office.

Students leaving school for any reason need to check out in the attendance office. Failure to do this will result in disciplinary action.

Valid Absences

Excused Absences (Ed Code 48250)

A student shall receive an excused absence when missing school:

- a. due to personal illness
- b. due to quarantine ordered by a county or city health officer
- c. for the purpose of medical, dental, optometrist, or chiropractic services
- d. for the medical appointment of the student's child
- e. for the purpose of attending a funeral of a member of their immediate family – see Personal Reasons
- f. for jury duty (in accordance with the law)

NOTE: Students who miss classes and return to school the same day must check in at the Attendance Office before going to class.

Students absent from school for valid excused reasons shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher shall determine the tests and assignments that are reasonably equivalent to, but not necessarily identical to the tests and assignments the pupil missed during the absence.

Excused: Justifiable Personal Reasons (Ed Code 48205)

Students may be excused for personal necessity, including, but not limited to, an appearance in court, attendance at a funeral service, observance of his or her religion, attendance at religious retreats (not to exceed four hours per semester), or an employment conference, when the pupil's absence has been requested in writing by the parent/guardian and approved by the principal or designated representative. Notes are to be submitted to the Principal's office five days prior to the absence and must include a reason for the absence. AR5113(b) states that no more than five personal absences are allowed in any school year.

Personal Days will not be granted before or after extended Holidays, including Thanksgiving, winter break, spring break, and summer vacation. **EARLY FINALS are not allowed.** Please keep this in mind before making plans for extended Winter Break trips.

Personal necessity days are granted using the following guidelines:

- a. The student has not used 5 personal days already in the school year
- b. The student has a 2.0 GPA in the most recently completed grading period
- c. The student has 95% attendance in the school year

If personal necessity days are requested prior to October 1, the following guidelines are used:

- a. The student had a minimum 2.0 GPA during P6 of the previous year
- b. The student has no more than 18 full day absences (90% attendance) in the previous school year

Personal necessity days will only be granted without five day advance request in extreme or emergency circumstances.

Below are examples of **unexcused** absences and are **NOT** personal excused absences:

- a. Working for family or employer
- b. Running an errand for parents or family, babysitting, etc.
- c. Oversleeping, alarm not going off, missing the bus, car not working
- d. Appointments at the Department of Motor Vehicles (DMV)
- e. Other absences that can be performed outside of school hours or are not the prime responsibility of the student

Students absent from school for approved personal reasons must make arrangements with their teachers to secure work and have it completed when they return to school. There will be no additional time given for assignments.

In order for students to be able to make up missed work, the excused/justifiable personal absences must be verified in the following manner:

- | | |
|-------------------------|--|
| a. Illness of 1-3 days* | Verified by parents |
| b. Illness 4+ days* | Verified on doctor's letterhead (date, time, signature) |
| c. Medical appointments | Verified on doctor's letterhead (date, time, signature) |
| d. Funeral | Verified by parents |
| e. Justifiable Personal | VP approval of parent/guardian's written request <u>five days before student absence</u> |

****If your student has a medical appointment, please be sure he/she attends some part of the school day. This will mean less class time lost, give the student an opportunity to get assignments for the classes missed, and also provide the school with state funding. We no longer receive any daily funding for students who are ill or have medical appointments. Please help us keep our funding for school programs by having your student attend at least part of the school day.***

Requesting Homework for Excused Absences

If your student is going to be absent for three or more days due to illness, you may request homework assignments from teachers by calling the Attendance Office before 7:55 a.m. Assignments will be ready at the end of that same school day. Students taking personal days are to get their assignments directly from their teachers before the planned absences. **Students who know in advance are responsible for getting homework from teachers and making arrangements for test make-ups.**

*Students who have excessive medical absences will be required to bring a doctor's note for all absences that have not been approved by the Vice-Principal prior to the absence.

*Causes for required doctor's notes may include: A pattern of absences of 3 or more days, or a cumulative of 14 days total .

Unexcused/Truancy Absences

An **unexcused absence** is for reasons other than those listed as excused or justifiable/personal. **Students who have ten (10) unexcused absences in any one class (whether due to unverified absences or suspensions) during a semester grading period may fail that class.**

Compulsory Attendance Laws (Ed Code 48200)

- Each student between the ages of 6 and 18 years is subject to compulsory full-time education.
- Any student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, shall be declared a truant.
- Upon being declared truant, the parent/guardian will be notified in writing.
- Any student who is declared a truant and is absent an additional day without valid excuse will be required to meet with the Vice Principal and parent for a truancy conference. Parents/guardians will be notified of a meeting date in writing.

- e. Upon the third report of truancy, the student and parent will meet with the Vice Principal and execute an attendance contract as the student is considered a habitual truant.
- f. If a student violates the attendance contract, he/she will be referred to the Sutter County School Attendance Review Board (SARB) and may be adjudged a ward of the court. If adjudged a ward of the court, the pupil is subject to one or more of the following:
 - 1. Community service
 - 2. Fine (for which parents would be jointly liable)
 - 3. Attendance in a court approved truancy prevention program
 - 4. Suspension
 - 5. Delay or restriction of driving privileges

Truancy

Truancy absences are unexcused absences. Teachers are not required to let students make up work missed due to unexcused/truancy absences.

Students leaving school without parent and school personnel permission will receive a cut. Leaving a class or area without permission from the teacher will also be considered a cut. For single period cuts, the student will be assigned three days of detention for the first offense, five days for the second offense, and OCA or Saturday School thereafter until other mediation is considered necessary. Students cutting more than one period or habitually cutting class will receive discipline per administrative discretion.

B. Custodial Guardianship (Parents Out-of-Town)

Any time parents/guardians plan to be away from their student and/or leave him/her in the care of anyone other than the person whose signature is on their emergency card, the parent/guardian must leave a signed note detailing who is caring for their student and giving that person custodial guardianship.

C. Hall Passes

Any student who is in the halls during class time is expected to have a hall pass. A student who is in the halls without a hall pass will be promptly returned to his/her classroom and further action may be taken.

Students who receive hall passes to one of the administrative offices are expected to come to the office at the requested time when released by their teachers. Students who do NOT respond to hall passes may be assigned detention.

D. Home/Hospital Program

Students who have a medical condition which prevents them from attending LOHS on a regular basis may qualify to receive instruction at home by a district teacher. The illness must prevent the student from attending school for a minimum of two weeks and a note from a certified physician must be on file verifying the exact time period and specific reason the student requires home teaching. Contact the high school Counselor for an appointment to discuss home/hospital placement. This program is administered through the Alternative Education School.

E. Immunizations

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

F. Independent Study

Independent study is not offered through the high school program. Parents wishing to place their student on independent study can make an appointment with the high school counselor and/or vice-principal to request this program change. The independent study program is administered through the Alternative Education School.

G. Off-Campus Passes

Students may not leave school without prior written permission or a telephone call from a parent/guardian, and approval by the principal or his/her designee. If the student is leaving with someone other than the parent, the note must state the name of that person. If it is necessary to leave school during the school day, except during lunchtime, the student must obtain office permission before leaving. Failure to do so is a cut and may result in detention or Saturday School. Passes to leave school are available in the Attendance Office. Students who become ill during the school day and need to go home still need a pass. The attendance secretary will call a parent/guardian to obtain permission for the student to leave campus. Students may be released only by the parent/guardian or authorized names(s) listed on the emergency card.

H. Tardy Policy

A tardy is defined as a student who is late or unprepared for class. It is the responsibility of the student to get to class on time and have with them the tools (paper, pen/pencil, and book) to complete their daily work. It is the responsibility of the student to get an admit slip prior to first period; failing to do so will result in a tardy. Students may receive a tardy if they have to leave class to go to the restroom or to get books or other necessary materials from their locker. Employers in our community have told us they expect their employees to arrive at work on time and to give their best effort to complete their assigned work. Expecting the same dependability and responsibility from our students will help them learn important life skills. In the real world, the consequence of being consistently late and not completing daily work is the loss of a job. The consequences of continuing to be late to class are outlined below. **A student that arrives more than thirty minutes late to class will receive an unexcused absence that must be cleared.**

Each teacher will set their own class policy for the first and second tardies to their class. **Every THIRD tardy (3 tardies, 6 tardies, 9 tardies, 12 tardies, etc.) in a class in a semester will result in a referral to the Vice-Principal.**

Tardy To Class

1st Referral*

2nd Referral

3rd Referral

4th Referral

5th Referral

6th Referral

7th Referral

Consequence

Three days of detention

Four days of detention

Five days of detention

Six days of detention

1 day OCA or Saturday School

1 day OCA or Saturday School

1 day suspension from school

Failure to serve detention will result in additional days of detention. Students who cannot attend detention on the assigned day must contact the Vice-Principal BEFORE the end of the school day to be excused.

***It is the student's responsibility to inform his/her parents of assigned detention.**

I. Withdrawal from School

Students who need to check out of school may do so after their parent/guardian has met with the counselor, and has signed a withdrawal form. All school books, supplies, and materials must be returned in good condition and all fines paid before the student will be cleared for withdrawal. Any and all information/student records will not be released until cleared for withdrawal and fines are paid.

X. Behavior Expectations and Consequences

Positive behavior at Live Oak High School is essential to ensure worthwhile learning experiences. In the classroom all students must have the maximum opportunity to learn, and all teachers must have an equal opportunity to teach.

To create a positive learning environment, rules and regulations that are fairly applied are essential. The purpose of the rules and regulations is to promote respect for self, respect for others, and general cooperation. Ensuring a safe, open, and friendly learning environment is the goal of the behavior expectations for the students at LOHS.

A. Behavior Expectations for Students

The privilege of attending a public school is a limited right, to the extent that when pupils fail to conform to reasonable and prescribed standards of conduct and to make reasonable effort to achieve minimum standards in their course of study, they may, on this basis, be excluded from school.

Students are expected to attend school, follow behavioral expectations and successfully pursue a course of study. When positive and corrective measures are tried and fail, the pupil may be denied the privilege of attending the school either for a limited period of time or indefinitely.

Live Oak High School students are expected to fulfill the following expectations:

1. Comply with the rules and regulations as set forth in the education and administrative codes and to other regulations as set forth by the Live Oak Unified School District.
2. Pursue with reasonable diligence their chosen course of study.
3. Exert reasonable effort and achieve a quality of work that is consistent with the student's individual ability and grade level.
4. Be regular and punctual in attendance.
5. Comply with the authority of teachers and other authorized school personnel.
6. Abstain from the use, sale, distribution, or possession of alcoholic beverages and narcotics on or near school premises.
7. Abstain from gambling, stealing, cheating, immorality, and the use of profanity.
8. Refrain from defacing, damaging, or destroying school property.
9. Show proper attention to personal cleanliness, neatness, standards of dress, and appearance.
10. Refrain from participating in any hazing or any other act that might injure, degrade, or disgrace a fellow student or any other persons associated with the school district.
11. Abide by all school driving regulations.
12. Hold no membership in a fraternity, sorority, or other secret society. Students are not allowed to wear clothing, tattoos, etc., which indicates they may belong to such a group. The wearing of similar clothing/colors, or names, numbers, letters, etc., without appropriate significance is not allowed.
13. Exercise proper conduct on school busses.
14. Radios, laser lights, speakers and/or electrical sound devices are not allowed on campus or at school functions unless used for an approved program and when supervised by an instructor.
15. Hats/caps are not to be worn in classrooms, the auditorium, or offices.
16. Decorating/preparing for extra-curricular activities must be done outside of the regular school day, unless part of the curriculum of a specific course (leadership, OA, TA, etc.).

17. Students will not be on or "hanging around" any other campuses during the school day or at lunch time without proper school permission. The only non-LOHS students who are allowed on campus during school hours are those enrolled in a LOHS class. Students with unassigned periods are not allowed on campus during the unassigned time, except with administrative approval.
18. Students should not bring large sums of money or valuables to school.
19. Students must pay all fines in a timely manner. Failure to do so will result in further action (i.e., loss of privileges, seniors cannot graduate until all fines are cleared).
20. Students must keep lockers locked with a school issued lock only. Students must turn in their assigned lock and clear their lockers of all books, papers, garbage, stickers, etc., by the last day of school. The fine for lost locks, locks not turned in, and lockers not cleaned will be the responsibility of the student assigned the locker. Students may only use their assigned lockers.
21. Students may not "skip" a class in order to work on library computers or any other school project without the permission of the teacher whose class they are missing. This type of absence will be considered cut.

B. Detention Rules

Detention is assigned by the Vice-Principal. Students may be given detention for a variety of reasons including too many tardies, classroom behavior, and not attending teacher assigned detention. Students are responsible for informing their parents of their assigned detention. Detention rules are as follows:

1. Detention will be held from 7:07 a.m. - 7:50 a.m. No one will be admitted after 7:10 a.m.
2. Roll will be taken
3. Students will bring homework, study materials, or a book/magazine to detention
4. Students are to follow normal classroom rules - talking, eating, or disruptions will not be allowed.
5. Passes will not be given to leave the room
6. Other students will not be allowed into the room
7. Failure to serve detention or to comply with detention rules will result in additional days of detention, OCA, Saturday School, and/or suspension.
8. Extra days and/or suspension resulting from missing detention will not erase the days already assigned. The extra days will be added to the number of days left from the original number of detention days assigned and must to be completed
9. Students needing to reschedule detention days because of hardship situations, (i.e. prior medical appointment, job commitment), must notify the Vice-Principal before detention begins. **Students will not be excused from detention to attend athletic practices because they are not considered a hardship.**

Restricted Lunch

Restricted lunch will be assigned in lieu of detention for students with a zero period class. A parent may request restricted lunch due to hardship, which will be considered on an individual basis. Detention being "too early" is not considered a hardship.

Students serving restricted lunch may bring lunch from home or purchase lunch from the cafeteria. Students are not permitted to get off-campus lunch or access the snack bar area during restricted lunch. Students are expected to be at the restricted lunch tables 5 minutes after the lunch period begins.

Students will be excused 5 minutes before the end of the lunch period. Restricted lunch will not occur on minimum days.

C. On Campus Alternative (OCA)

On-Campus Alternative (OCA) is an alternative form of behavior modification offered by Live Oak High School, where students, isolated from the rest of the student body and under close supervision of a credentialed teacher, continue to do their schoolwork in an assigned classroom.

Students may be assigned by the administration to OCA in lieu of suspension. They may also be assigned community/campus work in lieu of OCA. Students who have committed behavior/attendance offenses not involving injury to persons or damage to property, alcohol/drugs or persistent defiance may be eligible.

D. Suspension and Expulsion (48900)

Each student attending Live Oak High School has a right to the best education that can be provided. To maintain an environment that will enable administrators to monitor the campus and teachers to work with students in the classroom, certain behaviors will not be tolerated and will result in students being suspended or transferred from LOHS.

The following section provides information about the types of violations and the consequences that may occur. A second offense in any area will normally result in the use of a more serious consequence. Behavior violations will be cumulative regardless of the fact that they may pertain to different offenses. In all cases involving a possible suspension, except for an emergency situation, the administrator must provide the student due process, which includes, at a minimum, parent notification and a student's right to be heard.

1. No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:
 - a. while on school grounds
 - b. while going to or coming from school
 - c. during the lunch period whether on or off the campus
 - d. during, or while going to or coming from, a school sponsored activity

It is the intent of the California legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

2. A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:
 - (a) Caused, attempted to cause, or threatened to cause physical injury to another person, or willfully used force or violence on another person;
 - (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had

- obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal;
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind;
 - (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant;
 - (e) Committed or attempted to commit robbery or extortion;
 - (f) Caused or attempted to cause damage to school property or private property
 - (g) 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, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products;
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity;
 - (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in section 11014.5 of the Health and Safety code;
 - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties;
 - (l) Knowingly received stolen school property or private property;
 - (m) Possessed an imitation firearm. As used in this section, "imitation firearm means a replica of a firearm substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm;
 - (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code;
 - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both;
 - Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
 - Caused, attempted to cause, threatened to cause or participated in an act of hate violence as defined in Education Code 33032.5 (Education Code 48900.3)
 - 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 students' rights by creating an intimidating or hostile education environment (Education Code 48900.4)

- (p) Made terrorist threats against school officials and/or school property (Education Code 48900.7)
- (q) Engaged in, or attempted to engage in hazing (Education Code 32050) Bullying and bullying through electronic means (during school)

3. The following acts are defined by Live Oak High School as examples of item (k) listed above and may result in suspension from school, assignment to OCA or work details, and/or detention at the discretion of the school administration:

- Willful disobedience of the directions of school officials acting in the performance of their duties;
- Violations of school rules and regulations including those concerning student organizations, the use of school facilities, or the time, place, and manner of public expression or the distribution of literature;
- Academic Dishonesty, such as plagiarism or cheating, or knowingly furnishing false information to the schools;
- Unauthorized entry to, or use of the school facilities including the computer system;
- Forgery, alteration, or misuse of school documents, records, or identification;
- Obstruction, or disruption of classes, administration, disciplinary procedures, or authorized school activities;
- Habitual profanity, or vulgarity;
- Open and persistent defiance of the authority of the school personnel;
- Assault, or battery upon any person(minor);
- Continued abuse of school personnel;
- Any threat of force or violence directed toward school personnel;
- Forgery of notes, signatures, excuses, or other school documents;
- Serious infraction of behavior standards which are detrimental to the welfare of the student body;
- Extortion - pressuring students to get money or goods (minor);
- Willfully cutting, defacing, or otherwise injuring in any way, real or personal property belonging to the District;
- Hazing - any act that tends to injure, degrade or disgrace a fellow student or any other persons associated with the school district;
- Dangerous Object- any item with no reasonable use to the pupil.
- Willful or negligent conduct likely to result in injury to another pupil, school employee, other persons, or damage to school property;
- Appearance and cleanliness which is hostile or detrimental to the welfare of the student or student body;
- Disorderly, lewd, indecency, obscene or offensive conduct or expression that interferes with the school's primary educational responsibility or adversely affects a student's standing as a responsible member of the school community.
- Laser lights are forbidden at school. Students found with a laser light will be suspended and law enforcement will be notified. (Penal code 417.22 B,C- \$50 fine or 4 hrs community service)

4. Suspension shall be imposed only when other means of correction fail to result in proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
5. All pupils shall comply with the regulations, pursue the required course of study, and comply with the authority of the teachers of the schools.
6. Suspension by teacher:
 - a. A teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal or the principal's designee for appropriate action. The teacher must make reasonable effort to contact the parent/guardian, and conference either by phone or in person regarding the reason for the classroom suspension. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.
 - b. A pupil suspended from a class shall remain on campus during the suspended period and be assigned to an alternative placement.
 - c. A teacher may also refer a pupil for any of the acts enumerated in section 48900, to the principal or the principal's designee for consideration of a suspension from the school.
 - d. The student may complete any assignments and tests missed during the suspension.
7. The principal or the superintendent of schools shall recommend a pupil's expulsion for any of the following acts, unless the principal or superintendent finds, and so reports in writing to the governing board, that the expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident:
 - a. Causing serious physical injury to another person, except in self-defense;
 - b. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity of school grounds;
 - c. Unlawful sale of any controlled substance listed in Chapter 2 (commencing with Section 11053) of the Division 10 of Health and Safety Code, except for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis;
 - d. Robbery or extortion.

Consequences Resulting from School Suspension:

The following will occur to all students suspended from Live Oak High School:

1. Students are NOT allowed to be on the campus grounds or to attend any school sponsored activity anywhere during the duration of the suspension. This also includes weekends and holidays should they fall between consecutive days of suspension. These activities include, but are not limited to, athletic games and practices, dances, club meetings, etc., at any LOUSD school.
2. All absences for suspension are unexcused absences and will be added to other unexcused absences.
 - a. Students receiving ten or more unexcused absences in a class may receive an "F" in that class.
 - b. Teachers have the option of allowing or NOT allowing students to make up work missed during suspension. Upon their return to school, it is the responsibility of the student to meet with their teachers to see if they are able to obtain and make up work missed during the time of suspension. (Ed. Code 48913).
3. Students involved with Live Oak High School extra-curricular activities represent Live Oak High School. These students are expected to have exemplary behavior. Students involved in these activities, (i.e. athletics, student government, clubs, etc.), will also receive disciplinary action from their respective group as specified by their group's constitution and/or code of conduct.
4. Failure to comply with the consequences indicated above will result in further suspension or removal from Live Oak High School.

E. LOUSD Discipline and Intervention Guidelines

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

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

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

Education Code 48900 (s)

These laws do not apply to students after they have reached their destination away from school or school activities.

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

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

Offense	Consequences	Interventions
<ul style="list-style-type: none"> ● Cheating/Forgery/Plagiarism ● Classroom Disruption ● Cutting Class/Tardy ● Defiance/Insubordination/ Willful disobedience and disregard of authority. ● Dress Code Violation ● Electronic Device ● Gang/Clique-Related Items ● Gambling ● Harassment/Bullying/Hazing ● Horseplay/Rough play ● Inappropriate Sexual Behavior (grades 4-12) ● Littering ● Near Fight ● Obscene Act (minor) ● Object of No Reasonable Use That Causes Distraction or Undue Disruption ● Unwanted Physical Contact ● Passionate Public Display of Affection ● Profanity ● Safety Violation (bikes, Heelys, etc. on campus) ● School Disruption ● False accusations of a serious nature ● Racial, Discriminatory or Hateful Behavior (minor) ● Theft/Possession of/Attempt to steal school or private property# ● Vandalism (minor)# 	1st Referral – Warning and/or Detention/Campus Clean-up	<p><i>One or more of the following behavioral interventions should be imposed:</i></p> <ul style="list-style-type: none"> ● Parent notification ● Administrator/Student conference ● Counselor/Student conference ● Student Study Team (SST) ● Behavior Plan/Contract ● Referral to Community/District/School-Based Services
	2nd Referral – Detention and/or 1 period to half day OCS	
	3rd Referral – Detention and 1 period to half day OCS	
	4th Referral – All day OCS	
	5th Referral – Refer to Category 2 Infractions, 1 st Referral	
	<i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i>	

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

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

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

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

Offense	Consequences	Interventions
<ul style="list-style-type: none"> ● Abusive, threatening, willfully defiant, gang-related activities ● Arson (minor) # ● Assault and/or Battery/Threat (minor) ● Bullying or bullying through electronic means (during school) ● Creating a hostile school environment: intimidating or threatening behavior (minor) ● Engaged in or attempted to engage in hazing ● Fighting ● Inappropriate sexual behavior (grades 6-12) ● Knowingly received stolen school or private property ● Obscene acts/gestures/ unsanitary acts/habitual profanity ● Viewing obscene/violent material ● Possession of injurious object excluding firearm or explosive ● Possession/Providing Alcohol # ● Possession of toy firearm ● Possession or use of tobacco related paraphernalia ● Possession or use of tobacco or any products containing tobacco or nicotine ● Profanity/Verbal abuse directed toward a school employee ● Robbery/Extortion (minor) ● Stealing/Attempt to steal school or private property (minor or habitual) # pay for damages ● Vandalism (major) pay for damages # 	<p>1st Referral – 1 day OCS or 1 to 5 day suspension (duration to be determined by administration)</p>	<p><i>One or more of the following behavioral interventions should be imposed:</i></p> <ul style="list-style-type: none"> ● Parent notification ● Administrator/Student conference ● Counselor/Student conference ● Student Study Team (SST) ● Behavior Plan/Contract ● Referral to Community/District/School-Based Services
	<p>2nd Referral – 1 to 5 day suspension (duration to be determined by administration)</p>	
	<p>3rd Referral – 3 to 5 day suspension (duration to be determined by administration) Or Recommendation for expulsion if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of pupils or others) are present Or Contract in lieu of expulsion.</p> <p style="text-align: center;"><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>	

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

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

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

Offense	Consequences
<ul style="list-style-type: none"> ● Abusive, threatening, or harassing behaviors towards a pupil who is a witness in a school disciplinary proceeding ● Act of hate violence: threatening or offensive behavior ● Any action that causes serious physical injury ● Arson (major) # ● Assault and/or battery ● Battery on School Staff # ● Creating a hostile school environment: intimidating or threatening behavior (major) ● Possession of a controlled substance, dangerous substance or intoxicant # (grades 6-12) ● Possession of dangerous object (including knife) with no reasonable use to the pupil ● Possession of/ Unlawfully offered/Arranged or negotiated to sell drug paraphernalia (grades 6-12) ● Robbery or extortion (major) ● Sexual harassment: intimidating or hostile or offensive behavior ● Terrorist threats against school officials ● Under the influence of an alcoholic beverage or represented a substance as an alcoholic beverage ● Under the influence of THC/Marijuana or represented a substance as THC/Marijuana ● Under the influence of a controlled substance, dangerous substance or intoxicant#^ (grades 6-12) 	<p align="center">One or more of the following consequences should be imposed for category 3 infractions:</p> <p align="center">1st Referral –</p> <p align="center"><i>5 day suspension</i></p> <p align="center">and/or</p> <p align="center"><i>Contract in lieu of expulsion</i></p> <p align="center"><i>Placement in alternative program</i></p> <p align="center"><i>Recommendation for Expulsion</i> <i>if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of pupils or others) are present</i></p> <hr/> <p align="center"><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>

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

^ Mandatory placement on Behavior Contract and recommendation for expulsion upon 2nd offense

Category 4 Infractions

<i>Offense</i>	<i>Consequences</i>
<ul style="list-style-type: none"> ● Assault with a deadly weapon#+ ● Brandishing a Knife#+ ● Committed or attempted to commit sexual assault or battery # + ● Offered, arranged, or negotiated to sell a controlled substance #+ ● Possession of a controlled substance, dangerous substance or intoxicant # (grades 9-12) ● Possession of explosive device # + ● Possession of firearm/ Imitation firearm # + ● Selling or furnishing a controlled substance # + 	<p><i>One or more of the following consequences should be imposed for category 3 infractions:</i></p> <p>1st Referral –</p> <p>5 day suspension</p> <p style="text-align: center;">and</p> <p>Recommendation for Expulsion</p> <hr/> <p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>

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

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

XI. General Information

A. Bulletin

A bulletin will be read daily at the beginning of first period. Students should listen carefully so they will know what is happening on a particular day. All teachers will receive a copy via email.

B. Bus Rules

Bus safety rules are based upon "Regulations of Pupil Transportation" as set forth by the California State Department of Education and the California Highway Patrol. Students must abide by the rules. Drivers have full authority to enforce them.

Students violating bus safety rules will receive the following consequences:

1st Citation	Warning or possible bus riding suspension
2nd Citation	Three day riding suspension
3rd Citation	Possible two-week riding suspension
4th Citation	Possible suspension for extended period of time with possibility of full school year

C. Cafeteria

Students may eat lunch at school in the cafeteria. All students are eligible to receive free meals daily. All students will be assigned an individual keypad number to use when they eat a hot lunch in the cafeteria. Students are requested to cooperate with their fellow classmates and not push or crowd in the lunch line. Students who cut will be placed at the end of the line. Students are not allowed to share lunches. New cafeteria procedures effective August 1, 2018, are as follows:

1. All students are eligible to receive 1 free breakfast and 1 free lunch per day.
2. Students may choose to receive a free breakfast either at breakfast before school or during the 2nd Chance Breakfast during the morning break.
3. Students wanting breakfast at both times will be charged for the second meal.
4. Students must enter his/her individual number each time a meal is taken, even though the meal is free.
5. Income verification forms will still be required by LOUSD to maintain universal free meal eligibility.
6. Students will be notified and parents contacted regarding charges for a second breakfast by written notice and/or phone calls.
7. A \$25 fee will be applied to all returned checks. LOUSD will not re-deposit checks. Checks will no longer be accepted from parents upon the second returned check.

D. Media Release

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

E. Computer Use

In an effort to assure our students access to up-to-date technology, Live Oak High School has two computer labs available for classroom instruction, computers available in the library for student use, and

mobile Chrome book labs. The use of Internet to gather information for assignments and projects has greatly increased our students' knowledge of subject areas and research skills. However, along with the privilege of using the schools' computer also comes the responsibility to use the system and Internet properly. Students may not generate personal e-mail correspondence from LOHS. They may, however, use e-mail for research and/or other educational purposes. Any student who uses the internet to view or print inappropriate material will no longer be allowed to use any computer on campus for the rest of the school year (including dropping any computer classes in which they may be enrolled) and will be suspended from school. Any student attempting to enter the school's data files through the use of a campus or home computer will be suspended and recommended to be transferred to the Alternative Education School.

Students are allowed access to the LOHS computer system through the use of their password. Students violating this will be disciplined and held responsible for actions resulting from this violation:

- a. If you allow someone else to use your password to the computer system, you are responsible for anything they do.
- b. If you log in to the computer system for someone else using your password, you are responsible for anything they do.
- c. If you forget to log out and someone else takes advantage of using your access, you are responsible for anything they do.
- d. If you leave papers lying around with your access numbers on it, you are responsible.
- e. Check your M drive frequently and delete unnecessary items. You are responsible for anything found on your M drive.

Please read the LOHS Technology Agreement on the following pages very carefully. Failure to adhere to all the computer use regulations will result in disciplinary action and possibly the loss of computer privileges for the remainder of the school year.

All parents/guardian's and students will be required to sign a LOHS Technology Agreement/Student Handbook Verification and the district-wide Acceptable Agreement for Responsible Computer Use (in Student Information Packet) if the student wishes to use school computers. Any student who has not returned the signed agreements by the end of the first week of school will lose their computer access.

Our computer network was designed for you. It is for schoolwork only. Using the network to access and store inappropriate materials will result in severe discipline. Please be responsible!

LOHS Technology Guidelines and Electric Information Resources Network (EIRNet) Agreement

Live Oak High School has extensive educational technology available for students' use and students are responsible for using it with care. Students may not use technology unless they have agreed to abide by the Live Oak High School technology guidelines and agreement as evidenced by student and parent/guardian signatures on the sheet accompanying this handbook which will be placed on file in the students cumulative folder.

Technology Guidelines

- Students are responsible for appropriate care and use of all computer equipment and peripheral device as instructed by teachers.
- Students and their parents/guardians are financially liable for any damages to equipment caused by deliberate misuse.
- Students are responsible for reporting immediately upon discovery any computer equipment or software applications that appear to be damaged, or malfunctioning.
- Equipment may be used only with specific permission from and under the direct supervision of a staff member.
- Students may not move, copy, alter, or delete any files that are not specifically theirs.
- Applications installed on any computer are licensed for that computer only and may not be copied or downloaded.
- Installed applications may not be copied, altered, moved, or deleted.
- Students may not play and/or possess games or any executable files (programs), including on their own disks or other media. Leave games and programs home.
- Students may use their own disks to download their own work or to make back-up copies in compliance with an individual teacher's classroom policy.
- Students are responsible for any hardware and/or software damage caused by the use of their personal disks or other media storage device, which is virus infected, bent, damaged, or incorrectly formatted.
- Students using borrowed disks assume equal responsibility with the lender for any damage caused by diskette or other media storage device, to the hardware or software or for the contents of the disk.
- Students shall not process any files (for any operating system) capable of defeating or bypassing a security system, intended to defeat or bypass a security system, or capable of taking control of the computer, network or operating system software, or parts of operating systems or security. Students are responsible for reporting immediately upon discovery and apparent breach or damage to any security system normally found on the computer.
- Students may not change any computer settings, including the date, with the intended or unintended effect of affecting any data files.
- No one may access or transmit inappropriate material on the Internet or from any other source.
- No one may view information that is controversial, offensive, pornographic, or educationally inappropriate. Inappropriate material is defined as dangerous, offensive, or personal material not needed for school work, including but not limited to pornography, instructions for making bombs, and racist hate material.
- Students will be required to make restitution (which includes parts and labor costs) for any damages caused by willful misconduct, careless disregard of equipment, violation of appropriate use rules or mishandling.

- Violation of any of the preceding policies, rules, or procedures will result in a disciplinary referral. Disciplinary action may include a warning, loss of privilege, suspension, transfer to continuation school, expulsion, restitution, and/or referral to the Sutter County Sheriff. Many computer-related crimes are felonies.

EIRNet Agreement

By signing the Student Handbook/Technology Verification form, I agree to abide by the following guidelines:

1. To use the Live Oak High School Electronic Information Resources Networks, equipment and software, (hereinafter EIRNet) only for educational purposes and not for personal interest, or financial gain.
2. To respect the privacy rights of other users of the EIRNet and to maintain a user context that is conducive to learning and supportive of the educational process.
3. To use the EIRNet in an ethical and legal manner. This includes, but not limited to, the legal and ethicalness of security systems, passwords, network systems, hardware, and the maintenance of the inviolate privacy rights of others.
4. To abide by the rules or guidelines of any network or computer system that I may access via the district's EIRNet or Internet.
5. To download files in a responsible manner and to move them to my personal disks as soon as possible.
6. To respect the associated rules or guidelines, related to the use of any information, programs, shareware, or software, and to obtain the permission of the owner prior to any transmission or use of same.
7. To protect my password(s) and not allow their use by any other persons.
8. To give only my e-mail address of communication, and to never give out any personal information such as my home address or home phone number, or any personal information about any other persons.
9. To accept personal responsibility for reporting any misuse of EIRNet to the systems administrator or their designees. This includes, but is not limited to, any message sent that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and breach of security, or any other actions of information about any person.
10. Not to take or copy any copyrighted and/or patented software, or other material, or part thereof. I agree and understand that it is illegal to do so.
11. To utilize my e-mail in manners following Live Oak High School's technology guidelines and EIRNet, agreement, as well as the LOUSD Acceptable Agreement for Responsible Computer Use.
12. Not to copy any other person's program, or part thereof, nor any other person's documents, files, or other works, or parts thereof, without the prior written permission of the owner.
13. Not to forge the signature of, or use the password of any other person.
14. Not to install any executable file, program, software, shareware, or any part thereof, on the computer EIRNet without the explicit direction and permission of the school site or district systems administrator.
15. Not to use the EIRNet for any illicit purposes including solicitation, nor to transmit, access, install, or download any threatening, obscene, harassing, or illegal information.
16. Not to disrupt or damage any of the district's networks of any equipment. Software, systems or services provided over, or in connection with the district's EIRNet.

17. Not to transmit any communication or information where the meaning of the message, or its transmission or distribution, would violate any applicable law, regulation, or high school/district guideline, or would be offensive to the recipient(s) thereof.
18. Furthermore, I understand and agree that:
 - a. The information I access or transmit is not private, and district has the right to monitor, both randomly and with specific cause, messages or other information that are transmitted, stored, accessed, or used on the EIRNet, and has the right to maintain the EIRNet.
 - b. The EIRNet administrator may be required to purge files without notice to user, and has the authority to do so, and that the EIRNet is not to be used to play games or to engage in activities that do not have an educational purpose.
 - c. The use of any information, programs, or data obtained via the Internet and its networks is done at my own risk, and that the district specifically denies any responsibility for the accuracy or quality of any information, programs, or data so obtained, and that it is my responsibility to terminate my viewing of, or access to, any information that I may encounter on the EIRNet and/ or Internet that is controversial, offensive, pornographic, or educationally inappropriate.
 - d. The high school makes no warranties of any kind, whether expressed or implied, for the EIRNet services that it provides, nor for any damages suffered, including the loss of data as the result of delays, non-deliveries, miss-deliveries, or service interruptions caused by EIRNet or by my errors or omissions.
 - e. Any information, programs, or other works that are created through the use of the district's EIRNet are the property of the district, and may be used, sold, or transmitted without the prior authorization and express written agreement and the consent of the district.
 - f. My use of the EIRNet is a privilege, not a right, and that any inappropriate use of the EIRNet, or any violation of the user guidelines, may result in a cancellation of those privileges.
 - g. Any interpretation or possible modification of this User Agreement is within the sole discretion of Live Oak High School.

F. Dress and Grooming Code

General

School dress should be appropriate and reflect recognition of proper classroom attire. Part of our mission at LOHS is to prepare our students to enter the workforce and to function well in group situations. There will always be clothing standards in the workplace and regulations that must be followed. Our intent is to prepare students for this post-secondary transition.

If you are in doubt about the appropriateness of what you are wearing, do not wear it to school. Students arriving at school with inappropriate dress will be asked to change if they have clothing available at school, required to contact their parents to bring proper clothing, or be sent home to change.

- a. Clothing, jewelry, and accessories shall be neat, clean, safe, worn as intended and not disruptive to the instructional program. Blankets are not allowed.
- b. Students shall wear shoes (or other appropriate footwear) while attending school (no slippers). Belts must be worn inside the belt loops.
- c. Clothing that has pictures that display illegal substances, alcohol, drugs, tobacco, promotes the use of such products, or can be construed as vulgar, obscene, have racial/ethnic slurs, or being sexually suggestive or depict violence are not appropriate (in any language).
- d. Outer clothing must fit properly and adequately cover up all undergarments, midriff, and personal areas. Shorts and skirts/dresses must be fingertip length. Half shirts, halter tops, tube tops, backless shirts or dresses, see-through tops, low-cut tops, tops that reveal the midriff, and racer-back tops are considered inappropriate. Shirts that do not cover the midriff when arms are raised are not allowed. Shirts and dresses must have two straps that are not less than an inch in width (Bra straps, including bralettes/lace bralettes, cannot be visible). Tank tops must be fitted under the arms. Tops under bib overalls must not allow skin to show. Baggy pants are not allowed; pants must be worn at the waist.
- e. Chains cannot exceed 18" in length, 16 ounces in weight, and must be attached by a clasp (no dog collar chains).
- f. Hats, beanies and/or hoods are not to be worn in classrooms, the auditorium, or the offices.
- g. Sunglasses are not to be worn indoors.
- h. Tattoos deemed inappropriate may not be visible; piercings that pose a safety concern are not permitted.

Consequences for failing to comply with the dress code:

1st incident	Warning, and the student must change to meet the dress code. Going home for a change of clothes will result in an unexcused absence.
2nd incident	Student must change to meet the dress code and 2 days of detention will be assigned.
3rd incident	Student must change to meet the dress code and 3 days of detention will be assigned.
4th incident	Student must change to meet the dress code and 4 days of detention will be assigned.
5th incident	Student must change and OCA or Saturday School will be assigned.

Gang Clothing

To ensure the safety of our students from gang violence, it is important that students not wear clothing, jewelry, and or accessories, which, by virtue of their color, arrangement, trademarks, or any other attribute, denotes membership in and/or affiliation with any gang. Students wearing this clothing, jewelry, and/or accessories (hairnets, scarves, dorags, red or blue shoe laces, red or blue solid belts, etc.) with the exception of school-related clothing, are not allowed at school. They may not wear or write gang affiliated trademarks, anti-social messages or logos that include, but are not limited to: XIII, 13, XIV, 14, 530, 916, Thi22, North, Norte, Sur, Sureno, Norteno, Brown Power/Pride, Nazi symbols, White Power/Pride, Asian Power/Pride, all one color, N, S, Nebraska, Los Angeles, homies, happy/sad/joker/clown/etc. Students identifying with a gang will be restricted from wearing any identifying clothing/symbols/colors for the remainder of the year. Clothing and hats must be worn as intended to be worn. Students violating this policy will receive further dress code restriction and discipline.

Students dressing as though they are identifying with a gang will be referred to the office. The following will occur:

- a. Any student who is involved with known gang activity/alignment will not be allowed to wear colors aligned with that gang for the remainder of the year. Violation will result in suspension/expulsion.
- b. Students dressing as though they are aligning with a gang will:
 1. Have a conference with the administration.
 2. Have their parent contacted.
 3. Have their locker, backpack, etc., searched to see if any gang affiliated trademarks, anti-social messages or logos are present to validate concern. If gang alignment is validated then item a listed above will be enforced.
 4. Be asked to mix up the color of their clothing, and to wear that color no more than one time/week.
- c. Who are initially referred and then defy item b.4. will again be referred. These students are then identified by the administration as aligning with a gang and then item a. listed above will be enforced.

G. Electronic Devices

Cellular phones and music devices (I-pods or CD players except on field trips) must be put away and turned off during class. The devices will be confiscated and returned to the student at the end of the day. On the second offense, the device will be returned to the parent. If a third offense occurs, the device will be returned to the parent and further disciplinary action taken. Speakers are not allowed on campus, and using a phone as a speaker is not permitted either.

H. Field Trips

From time to time students will be leaving campus to go on special trips, which are conducted or approved by the high school. Students attending field trips of any kind during the school day—must have a minimum 2.0 GPA to be eligible to attend. This includes trips that occur on weekends or non-school hours if any part of the trip is during school hours. In all cases, students must complete a Parent Permission for School-Related Field Trips and Consent to Treat Form which is to be signed by a parent/guardian. Under no circumstances is the student or another family member to sign for the parent/guardian. This slip is to be handed in to the Attendance Office by the instructor 48 hours in advance of the trip. Teachers may require students to return the completed permission slips to them several days before the trip. Without such a slip, the student will not be allowed to go on the trip.

I. Finals

At the end of each semester students will take finals. An alternate schedule is used to allow more time for each student's test. Finals are an important part of each student's progress and can make the difference in the student's final letter grade and/or ensure proper placement in a subsequent class.

Finals are not given early, so please plan vacations accordingly.

J. Fire Drills/Intruder Alert

- a. **Fire Drill:** The signal for a fire drill is a strobe light and sound. When you hear this signal, remain in place and then evacuate the building as directed by staff. The strobe will cease and an announcement will be made indicating the "all clear" when it is time to return to class.
- b. **Intruder Alert:** The intruder alert signal is a long continuous siren and/or verbal announcement. Remain inside until given further instructions.

K. Student Relations

The only form of physical contact allowed on campus is handholding and brief hugs. All other forms of physical contact have no place in school and will not be allowed. Violation of this policy may be cause for parent contact, detention, or suspension.

L. Insurance

Whenever students are engaged in activities, accidents may occur in spite of extreme care exercised by those in authority. Sometimes students receive injuries that are sufficiently serious to warrant medical treatment. Although parents are legally responsible for these costs, the school recognizes that such costs may be a financial burden to some parents and has contracted with an insurance group to provide assistance for parents, should such costs arise. This insurance is set up as excess coverage, and it does not mean that it will cover the complete cost of the injury. Students may purchase this insurance in the Attendance Office.

This insurance will cover school injuries only (unless 24-hour coverage is purchased) and will apply to doctors' fees, x-rays, and hospitalization. It is also important that you understand it may not completely cover the cost of the items mentioned above.

All athletes and any groups supporting athletes must have medical insurance before they can be cleared to participate in the sports activity.

M. Library

Books may be checked out of the library whenever a librarian is on duty. Student ID/Library Cards will be given to each student after school pictures have been taken. This card is to be used to check out library books. Students will be fined for books that are two weeks overdue or not turned in by May 15 each year; the fine will be the cost of the book.

N. Loan of Equipment

Students will not be allowed to check out any item of consequence belonging to the school unless they have obtained written permission, and the equipment is to be used for a sound educational purpose.

O. Lockers

1. Students must keep their lockers locked using the school assigned lock.
2. Do NOT add stickers or write on lockers.
3. Students may not share the same locker.
4. Students must use only their assigned lockers and will NOT be given the combination to other lockers, and students are solely responsible for ALL items that are in their assigned locker.
5. Inform the Attendance Office if the locker is not working properly, and it will be repaired as quickly as possible.
6. Lost or stolen locks are the responsibility of the student. Students who lose their lock will be given a replacement lock and charged for the lost lock.
7. Valuable items should not be kept in any school locker. Live Oak High School is not responsible for any missing items.
8. Students who decide not to use their assigned locker are to notify the Attendance Office so it can be given to another student; otherwise, they will be responsible for the assigned locker.
9. Locks are to be turned in and all lockers cleaned out at the end of the school year. A fine will be charged if garbage is left in the locker.
10. Lockers are school property and may be searched from time to time for health, safety or maintenance reasons.

P. Lost and Found

The Attendance Office is the place where all lost and found articles should be returned or claimed. Clothing not claimed after 2 weeks may be donated to a local charity.

Q. Medications (Ed Code 49423)

Medication CANNOT be given to a student during school by the school nurse or designated school personnel unless the school has on file written instruction and consent from both the PHYSICIAN and PARENT. If it is necessary for medication to be given during school hours, authorization forms can be obtained from the Attendance Office. For short-term situations the parent can bring a note on the doctor's letterhead with the following information:

1. Name of medication, method of administration, dosage to be given, time to be given
2. Written consent from the parent/guardian to give medication

ALL MEDICATIONS MUST BE in their ORIGINAL CONTAINERS and MUST BE KEPT IN THE OFFICE – including over-the-counter medicines. Students will receive disciplinary action for carrying and dispensing their own medications to themselves and/or others.

ASTHMA INHALERS and BEE-STING KITS CANNOT be carried by a student at school without the medical authorization form on file in the Attendance Office.

R. Physical Education Excuses

Excuses for illness or injury that are more than three days require a doctor's note.

S. Skateboards and Rollerblades

Skateboards, rollerblades, and scooters are not allowed to be used on campus and will be confiscated. Skateboards/scooters are to be locked in the rack near the bike rack; students must provide their own locks.

T. Teacher and Office Assistants

1. Teacher/office assistants must be either a junior or a senior with a previous semester GPA of 2.50. Twelfth grade students must have **met or exceeded** the ELA standard on the annual CAASPP test and **nearly met, met, or exceeded** the Math standard on the CAASPP test. TAs and OAs will receive a letter grade.
2. Office assistants and teacher assistants will be either in the teacher's classroom or in the regularly designated place under the teacher or secretary's supervision.
3. Work to be typed or copied must be planned sufficiently ahead of time so that it can be done during the teacher/office aides' scheduled time.
4. Each student is required to keep busy all period on either his or her work assignment or homework.
5. Students may not take more than one period of teacher/office aide and/or tutoring each semester. TAs/OAs will not be allowed to miss additional periods as a tutor, additional TA/OA, Work Experience, R.O.P travel, etc. without administrative approval.
6. Each faculty member may have one teacher assistant. Teachers may request additional TAs at the discretion of the site principal.

7. Teacher/office aides must have and maintain exemplary behavior and attendance. Failure to do so may result in dismissal.
8. If a teacher/office aide does not maintain excellent attendance, or is suspended while in the position, he/she may be removed from his/her position.

U. Telephone

Students may use the Attendance Office telephone for school business ONLY. Cell phones are not to be used during class time. The Office will not be responsible for personal messages for students.

V. Textbooks/School Equipment/Uniforms/Fines

Students are expected to take care of the textbooks, equipment, and uniforms assigned to them. The student should write their name and the condition of the book inside the front cover. Teachers will check the textbooks when they are turned in to determine if any fines are necessary for book loss or damage. School uniforms or equipment which is damaged, lost, or stolen must be paid in full or replaced by the student in a timely manner. Students who have an outstanding balance at the end of the year must clear the fine before being eligible for certain privileges. Seniors must pay all fines before they will be cleared to participate in the graduation ceremony.

W. Unassigned Periods

Seniors may take unassigned periods 1st or 7th period if:

1. They have 10 or more extra credits above the minimum to graduate.
2. They must be either a junior or a senior with a cumulative and semester GPA of 2.50 or above.

X. Vehicle Regulations and Parking Rules

Live Oak Unified School District is committed to provide a campus that is safe, secure, and peaceful. In order to protect students and staff from the dangers associated with the use and sale of controlled substances, the Board of Trustees has found it necessary to impose conditions on entry, parking, and driving of all vehicles on school grounds.

VEHICLES SUBJECT TO SEARCH
CALIFORNIA VEHICLE CODE
SECTION 2113 (A)

By entering this area, the person driving any vehicle is deemed to consent to complete search of the vehicle, all its compartments and contents by school officials or law enforcement personnel for any reason whatsoever. This notice applies to all vehicles of any type and is in force 24 hours a day.

Students are allowed to drive motor vehicles to school and to park them in the student parking lot if they cooperate with the following regulations:

1. Students must display a parking permit which requires a valid California driver's license and proof of insurance

2. Students must adhere to the speed limit on campus of 10 miles per hour and when entering/leaving the parking lot turn their stereos off.
3. Students must park in the assigned student parking lots if they wish to park on campus.
4. There will be no "cruising" on campus. When you return to campus, you must park your car.
5. Students are not to park in the circular drive in front of the school, or in the teacher's parking spaces.
6. Students are prohibited from being in, or going to any car during regular school hours.
7. Riding in the back of a pickup is strictly prohibited.
8. Students with a motorcycle license may not transport any other student on his/her motorcycle.
9. Motorcycle helmets are required as provided for by law.
10. Live Oak High School is not responsible for any motor vehicle contents. Cars and trucks should be kept locked
11. Students are responsible for the items in their vehicles.

Any violation of the above regulations may result in the student being restricted from bringing his/her motor vehicle on campus or other disciplinary measures. The only area where students may park their cars or trucks is the student parking lot on the east side of the campus. All other areas, including the circular driveway in front of the school, are off limits to student vehicles. Any student vehicle parked in a "NO PARKING ZONE" may be towed away. The student and/or his/her parents will be responsible for the towing and impound fee.

Y. Visitors

All visitors are required to secure advanced permission from the principal or assistant principal in order to visit on campus. Visitors will sign in at the Main Office on the Visitors Log and request a Visitors pass. No student visitors are allowed to attend classes on the LOHS campus. Former students must follow the visitor procedure. Visitors passes will not be issued during instructional time unless the visitor has a specific appointment. Teachers should notify the office if they are expecting guests.

Z. Work Permits

Students must have a work permit to work before or after school. The counseling office will issue Work permits. Students must maintain a 2.0 GPA to retain their permit. Work Permits will be canceled if grades fall or school attendance decreases.

XII. School Activities

Students involved in the activities and programs listed below shall be affected by eligibility requirements. See page 13 (Athletics) for a detailed explanation of these requirements.

All Athletic teams	Mascot	Senior Trip
Student Body Officers	FFA	Ashland Trip
Class officers	Club officers	Field Trips
Shady Creek Counselors		

A. Assemblies/Rallies

From time to time students and faculty will go to the auditorium or the gymnasium for an assembly/rally.

1. Students who cut an assembly or rally will be considered truant and will be disciplined.
2. Stamping feet, booing, whistling, and other improper behavior will not be tolerated.
3. Confetti poppers, air horns, etc. are not permitted.
3. Anyone causing a disturbance in an assembly or rally will be disciplined.
4. Students participating in assemblies/rallies will refrain from high-risk activities (dangerous stunts, trampolines, etc.) and those that may damage the gym floor. All litter, debris from skits, posters, etc., are to be cleaned up by the class responsible for those items.

B. California Scholarship Federation

The statewide academic honor society for high school students is the California Scholarship Federation (C.S.F.). It is a distinct honor to have grades qualifying a student for C.S.F.

A student must have a total of ten points per semester (A-3, B-1) in academic or prepared subjects. A student must be a semester member four of the last six semesters in high school in order to become a life member of C.S.F. A semester membership is voluntary on the part of the student. Teachers are urged to encourage eligible students to join this honor society.

C. Campus Clubs and Advisors

Alpha Leo Club	Mr. Fredericks
ASB	Mrs. Lemieux
Art	Ms. Dolbec
Block LO	
California Scholarship Federation	Mr. Clemensen
Drama	Mr. Tilton
Environmental Club	Mr. Cates
Friday Night Live	Mr. White
Future Farmers of America	Mr. Johnson/Mrs. Allan/Mr. Rogers
GSA Club	Ms. Jones
Key Club	
Music /Band	Ms. Fordis
Punjabi Multicultural Club	Mrs. Samra
Shakespeare Club	Mr. Tilton
Spanish Honor Society	Mrs. Enriquez
Strength & Conditioning Club	Mr. Tilton

Yearbook

Mr. Clemensen

D. Class Advisors

Senior (Class of 2020)

Mr. Weinrich/Mr. Tilton

Junior (Class of 2021)

Sophomore (Class of 2022)

Mr. White / Mrs. Alvarado

Freshman (Class of 2023)

E. Dance Regulations

1. Dances are open to all Live Oak High School students and their approved guests. Each student is allowed one guest when approved by the Vice-Principal. Any concern either in or out of school will lead to denial of guest pass.
 - a. Guest passes must be completed (with all signatures) 24 hours prior or at the time set by administration.
 - b. The guest must accompany the applicant. A student is responsible for the conduct of his/her guest. A student with a guest who had unacceptable behavior at a dance will be excluded from all dances for the remainder of the school year.
 - c. Students must be a student at a regular, comprehensive high school at the time of the dance. Live Oak Alternative Ed. Students who meet requirements may attend with administrative approval.
 - d. (PROM Only)- No one who is 21 years of age or older will be admitted.
 - e. A maximum of 20 guests will be allowed per dance.**
2. The doors to the dance will be closed one hour after the dance begins unless administrative approval is obtained.
3. Anyone causing a disturbance or engaging in questionable actions will be asked to leave and disciplinary actions will be taken. Questionable actions include kissing, grinding, back to front dancing, etc.
4. A breathalyzer may be used at school dances to insure the safety of all students.
5. Students will not be excused from class to decorate for a dance. All plans for the dance are subject to the approval of the group sponsor.
6. Sponsoring organizations are responsible for the removal of decorations, complete cleanup, and the return of any borrowed equipment before the start of the next school day.
7. The band/DJ contract, chaperon list and activity information are to be turned in to the Vice-Principal 48 hours before the dance.
8. Students shall not be allowed to leave the dance and return.
9. District employees will be required as chaperones. **Additional chaperons will be required if more than 20 guest passes are issued.
10. Elementary and middle school students may not attend high school dances.
11. Any person accompanying the band or DJ who is not a member of the band or is not the DJ is not allowed in the building. The band/DJ is allowed one manager/assistant.
12. Dances are to conclude at midnight, except the prom that may conclude at 1:00 a.m.
13. No shoes may be worn during a dance held in the gymnasium.
14. Persons under the influence of or in possession of a controlled substance or alcohol will be detained and parents contacted. Students may be arrested by police. Disciplinary suspensions or recommended expulsions will follow.

XIII. Bell Schedules

Regular Bell Schedule

Period 0	7:07-7:55	(48 min.)
Period 1	8:00-8:52	(52 min.)
Period 2	8:57-9:45	(48 min.)
Nutrition Break	9:45-9:54	(9 min.)
Period 3	9:54-10:42	(48 min.)
Period 4	10:47-11:35	(48 min.)
Lunch	11:35-12:15	(40 min.)
Period 5	12:20-1:08	(48 min.)
Period 6	1:13-2:01	(48 min.)
Period 7	2:06-2:55	(49 min.)

Minimum Day Bell Schedule

Period 0	7:07-7:55
Period 1	8:00-8:36
Period 2	8:41-9:15
Period 3	9:20-9:54
Period 4	9:59-10:33
Period 5	10:30-11:12
Period 6	11:17-11:51
Period 7	11:56-12:30

Rally Bell Schedule

Period 1	8:00-8:42
Period 2	8:47-9:29
Period 3	9:34-10:16
Period 4	10:21-11:03
Period 5	11:08-11:50
Lunch	11:50-12:30
Period 6	12:35-1:17
Period 7	1:22-2:04
RALLY	2:09-2:51

Assembly Bell Schedule

ASSEMBLY	8:00-8:42
Period 1	8:47-9:29
Period 2	9:34-10:16
Period 3	10:21-11:03
Period 4	11:08-11:50
Lunch	11:50-12:30
Period 5	12:35-1:17
Period 6	1:22-2:04
Period 7	2:09-2:51