



## Liberty High School 2022-2023 Student Handbook

*The Student Handbook is available for viewing on our website [www.puhsd.org/lhs](http://www.puhsd.org/lhs). Click on the tab **Students**, then click on **Student Handbook**. Information subject to change.*

32255 Leon Road  
Winchester, CA 92596  
PHONE: (951) 940-5700  
FAX: (951) 926-6696  
WEBSITE: [www.puhsd.org/lhs](http://www.puhsd.org/lhs)

### **Administration**

Erika Tejada, Principal  
Thomas La Rochelle, Assistant Principal  
Cindy Ramos, Assistant Principal  
Scott Moore, Dean/Athletics Director

### **Perris Union High School District**

**Mr. Grant Bennett**, Superintendent  
**Ms. Candace Reines**, Deputy Superintendent, Business Services  
**Mr. Robert Brough**, Assistant Superintendent, Educational Services  
**Mr. Kirk Skorpanich**, Assistant Superintendent, Human Resources  
**Mr. Joseph Williams**, Executive Director of Technology

### **Board of Education**

**Mr. David Nelissen**, *President*  
**Mr. Anthony Stafford Sr.**, *Vice President*, **Dr. Randall Freeman**, *Clerk*  
**Dr. Jose Luis Araux**, *Member* and **Ms. Elizabeth Vallejos**, *Member*

Liberty High School does not discriminate on the basis of race, creed, color, national origin, gender or disability.

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# Mission Statement

## Welcome

The staff of Liberty High School would like to welcome you to the 2022-2023 school year. We hope that each of you will find this year rewarding, relevant, productive, and enjoyable as we continue to build upon our successes in student academic achievement. It is the vision of Liberty High School to enable all students to acquire the knowledge, learn the skills, and develop the attitudes necessary for them to realize their full potential and to become responsible citizens and lifelong learners who can meet the challenges of a changing world. Liberty staff is here to assist in academic pursuits, school activities, and athletic endeavors. As you experience obstacles in your educational career, we encourage you to take advantage of all the services available at Liberty High School. Feel free to ask questions or seek assistance from any staff member. We are all here to help.

In order to familiarize you with Liberty High School, enable you to assume all of your responsibilities, and take full advantage of all Liberty has to offer, we have created this student handbook. Please read and discuss the handbook contents with your child, as he/she will be responsible for compliance with the policies, procedures, and regulations herein. If at any time you have questions related to the school's policies and/or procedures, please feel free to contact the school.

Liberty High School office hours are 8:00 a.m.- 4:00 p.m. The phone number is (951) 940-5700.

### **Department Extensions**

Administration	23101
Athletics	23119
Attendance	23113
Counseling	23145
Behavior Support	23133
Nutrition Services	23206
Library	23211

### **FAX Number**

(951) 926-6696

### **Absence Reporting Line (951) 940-5700, extension**

Transportation (Hemet Unified School District): (951) 943-6640

Menifee Community Library (951) 679-2527

**WE ARE THE**

**HONORABLE**

**EXEMPLARY**

**RESPECTFUL**

**DETERMINED**





2022-2023

# LIBERTY HIGH SCHOOL BELL SCHEDULE



Monday			
Period	Start	End	Minutes
PLC *	8:05	9:10	65
1	9:15	9:57	42
Passing	9:57	10:03	6
2	10:03	10:50	47
Passing	10:50	10:56	6
3	10:56	11:38	42
1st Lunch	11:38	12:18	40
Passing	12:18	12:24	6
4	12:24	1:06	42
Passing	11:38	11:44	6
4	11:44	12:26	42
2nd Lunch	12:26	1:06	40
Passing	1:06	1:12	6
5	1:12	1:54	42
Passing	1:54	2:00	6
6	2:00	2:42	42
Passing	2:42	2:48	6
7	2:48	3:30	42
Instructional Minutes			335

\* PLC - NO STUDENTS

Tuesday // Thursday			
Period	Start	End	Minutes
0	7:15	8:20	65
Conference *	8:05	8:25	20
1	8:30	10:14	104
Passing	10:14	10:20	6
3	10:20	12:04	104
1st Lunch	12:04	12:44	40
Passing	12:04	12:10	6
5 A	12:10	1:00	50
Passing	12:44	12:50	6
5 B	12:50	1:40	50
2nd Lunch	1:00	1:40	40
Passing	1:40	1:46	6
7	1:46	3:30	104
Instructional Minutes			380

\* Conference - NO STUDENTS

Wednesday // Friday			
Period	Start	End	Minutes
0	7:15	8:20	65
Conference *	8:05	8:25	20
2	8:30	10:14	104
Passing	10:14	10:20	6
4	10:20	12:04	104
1st Lunch	12:04	12:44	40
Passing	12:04	12:10	6
5 A	12:10	1:00	50
Passing	12:44	12:50	6
5 B	12:50	1:40	50
2nd Lunch	1:00	1:40	40
Passing	1:40	1:46	6
6	1:46	3:30	104
Instructional Minutes			380

zero period is only for students who signed up for zero period classes

# Attendance

The administration and staff of the Perris Union High School District that if a student is absent from class, the educational experience lost during the absence is irretrievable as the interaction in the classroom setting can seldom be duplicated through make-up work. Absences can, therefore, adversely impact a student's grades and should be avoided if at all possible.

## Attendance Codes:

**Excused** - Absence from class for illness/funeral/death of any immediate family member, medical/dental appointments, court appointments, or school activities.

**Unexcused** - Absences that don't qualify according to State Education Code Section 48200 (Students may not be allowed to make up missed school work).

**Truant** - Absences that are not cleared by parents (Students may not be allowed to make up missed school work).

ANY absence that does not fall under the excused absence definition will be UNEXCUSED (even with a phone call from the parent).

**Attendance Responsibilities (Education Code Section 48200):** PARENTS ARE RESPONSIBLE FOR THE PUNCTUAL AND REGULAR ATTENDANCE OF THEIR CHILDREN. It is recommended that dental and medical appointments be made for non-school hours. Because of the need to interpret California School Attendance laws, the school determines whether the absence was excused or not. Excessive tardiness, excused absences, and/or unexcused absences may lead to:

- Loss of credits
- Removal from class
- Referral to the Student Attendance Review Team (SART)
- Referral to the Student Attendance Review Board (SARB)
- placed in an alternative education program

**Verifying an absence:** Parents/guardians must call the school at (951) 940-5700, ext. 23113 during normal businesses (8:00 a.m. - 4:00 p.m.) All student absences should be cleared by a parent/guardian within 3 school days of the absence.

**Clearing absences is the responsibility of the parent and student. Failure to clear absences in a timely manner could affect a student's grades.** Parent phone calls or notes for excused absences should include:

- The first and last name of the student
- The reason for the absence
- The date of the absence
- The parent's name/signature

Absence not cleared in 72 hours (three business days) will automatically be recorded as a Truancy and should be cleared when possible. Students arriving at school after 8:30 a.m. on regular start days and 9:15 a.m. on late start days will be given an unverified absence.

**Attendance and behavioral issues may result in the loss of student privileges per administrative discretion.**

**Class Work/Make-Up Policy:** Students are expected to complete all work assigned in each class.

- If a student has an excused absence, they shall be allowed to complete all assignments and tests missed during the absence period that can be reasonably provided and upon satisfactory completion within a reasonable period of time, shall be given full credit (EC 48205).
- Homework may be requested for absences of three (3) or more days. Please contact the teachers directly (email/phone call) to retrieve any missing assignments due to an excused absence and allow at least 24 hours for teachers to respond with information regarding your request. Some teachers may require make-up work upon a student's return to school.
- Teachers are not required to provide homework or make-up activities to those students who have been suspended as absences during a suspension are not excused absences. (EC48913).
- If the excused absences are long-term (5 or more days) and have a medical note, please contact the counseling office to set up alternative options.

**Messages and deliveries for students:** Messages for students will only be distributed between classes. Classroom interruptions jeopardize student learning. All messages must be a valid emergency.

**Please note that items such as flowers, balloons, food (including cake), or gifts may not be accepted for delivery to students by the Liberty High School staff.**

**Food delivery services are not authorized for use during school hours. Delivery of food is discouraged unless for prescribed medical reasons. Students with unique dietary needs must be identified to the health services department.**

**Passes:** It is the student's responsibility to obtain a **signed pass** when he/she is out of class for any reason. Passes require the student's name, time, destination, date, and teacher's signature. This includes all students, regardless of status or schedule. Unscheduled visits to classes will not be tolerated.

**Permits to leave campus:** Students leaving campus prior to the end of their regular school day must be signed out in person with the Attendance Office staff by a parent/guardian, or an emergency contact designee. The person signing out the student must have a picture I.D. Student drivers must present their driver's license, along with a note from a parent/guardian indicating the time and reason for the student to be released. **Parents will be called to verify notes.**

**Parents are requested to notify the school first thing in the morning about their student leaving campus that day. Any student (including seniors), who leave the campus without being properly signed out, will be marked truant.**

**Attendance staff will not check a student out of school after 3:05 p.m.**

**Re-Admits:** Students need re-admits to clear their absences. They may obtain these before school, during nutrition, and during lunch. The Attendance Office will not issue re-admits during class unless a **parent accompanies the student**. When cleaning absences, please note that only a parent or guardian can clear an absence.

# PERRIS UNION HIGH SCHOOL DISTRICT TARDY AND TRUANCY POLICIES

## TARDY POLICY (per Grading Period)

**Tardy** - Any student who arrives in a classroom after the bell marking the beginning of the class period has rung is tardy

- Tardy offenses will be documented by teachers through Infinite Campus.
- Chronic tardiness may result in further progressive discipline at the discretion of administration:
  - Counseling, lunch detention, SSTs, parent shadowing, saturday school

**Occasionally, Liberty High School will conduct random, unannounced, tardy sweeps. Students caught in the sweeps will be given lunch detention or Saturday School.**

**Tardy Sweep Progressive Discipline:**

- 1st offense - student warning
- 2nd offense - parent phone call
- 3rd offense - lunch detention/campus clean up and parent phone call
- Further offenses could result in multiple lunch detentions, parent conference, parent shadowing, and/or Saturday School.

**Any student who has not served their Saturday School will have extracurricular privileges removed until it is served unless arrangements are made with administration prior to the Saturday School.**

**Truancy** - Any student who is absent from school without a valid excuse, more than three (3) days, or tardy in excess of thirty (30) minutes on each of more than three (3) days in one (1) school year is truant (EC 48260)

## General Policies and Procedures

(alphabetically by subject)

**BUS TRANSPORTATION** - Bus services are provided through a contract with Hemet Unified School District. There is **no fee** charged to students for bus transportation. Students only need a school I.D. in order to board a PUHSD school bus. **If there are problems with buses (late, no show, etc.), please call Hemet USD Transportation Department at (951)943-6640, between 8:00 a.m. and 5:00 p.m**

**CHANGE OF CLASS SCHEDULE** - Class schedule changes will be made for the following reasons only:

1. A class is needed for graduation
2. The class was already completed
3. You do not have a complete schedule
4. A prerequisite is needed for a class



Schedule changes made after the 4th week of a semester must be approved by the administration and may result in a withdrawal F for the class per Board Policy AR5121.

At Liberty High School there are four different pathways with real-world applications from which students choose. The entire campus is a learning environment that is student-centered and technology-rich -- it provides students the opportunity to thrive and be successful within their Small Learning Community. Students can learn and apply knowledge specific to a career pathway, these are:

- School of Business and Entrepreneurship
- School of Public Service and Leadership
- School of Health Sciences and Medical Technology
- School of Engineering, Innovation, and Design

**CLOSED CAMPUS** - The Board of Trustees, as authorized by Education Code Section 44808.5, has established a closed campus at all Perris Union High School District schools. Once a student arrives on school grounds, they must remain on school grounds until the end of the school day. **Parking lots and access to student cars are considered to be outside of the school grounds during school hours.** Students may not leave the Liberty High School campus for lunch. Any student detained for an authorized departure from the school will be searched in accordance with Board Policy No. 5145.

**COMMUNITY SERVICE** - A student may earn a maximum of twenty elective credits for community service at any one non-profit organization. Students are encouraged to volunteer for community service opportunities. 60 hours of community service earns 5 elective credits.

**DRIVING/PARKING ON CAMPUS** - The Liberty High School campus is private property. The driving and parking of motorized vehicles on campus grounds is a *privilege*. Student vehicles may only be parked in designated stalls in the student parking lot (south side of campus). Students *may not park*, or leave vehicles unattended, in designated visitor parking stalls, against red (fire lane) curbs, in the student drop-off area, or in the staff parking area. Parking on campus is by permit only. Applications for parking permits must be obtained annually from the Assistant Principal's Office before school or during lunch. Parking Permit Tags must be visibly displayed in the lower driver side corner of the front windshield. **Any student vehicles found in violation of this policy will be cited and/or towed by the Riverside County Sheriff's Department.** Student parking space is limited and is available on a first come/ first serve basis. If you wish to drive and park a vehicle in the student parking lot, it is strongly recommended that you arrive early. All drivers are expected to observe safe driving habits and be especially alert of younger drivers. A speed limit of 5 mph shall be observed in all lanes and parking areas on campus. Do not leave valuables in vehicles. The school is not responsible and cannot provide reimbursement for damage or theft.

### **Students may not return to their vehicles during the school day.**

Vehicles on campus are subject to search in accordance with Board Policy No. 5145, and consent to search is implied merely by parking a vehicle on campus. Parking privileges may be revoked by the Administration if a student's conduct is unacceptable. Violation of school policies while in a vehicle will result in revocation of parking privileges, in addition to any applicable legal measures as determined by law enforcement.

**DROP-OFF AND PICK-UP AREA** - Parents may drop students off and/or pick them up using the designated student drop-off points located in front of the school adjacent to the front gate. The student and teacher parking lots are NOT to be used for a drop-off area.

**FOOD/DRINK** - No food or drinks may be consumed in the classroom, except water. No glass containers are allowed on campus. Food and beverages will be served and eaten in designated areas. No nuts or seeds in shells will be allowed. **All energy drinks are banned from all school campuses.**

**HEALTH OFFICE** - The Health Office is located behind the Attendance Office. The Health Office is open to students from 7:30 a.m. to 4:00 p.m. daily. Students who become ill during class time must secure a pass from their teacher before coming to the Health Office.

**INSURANCE** - Student Accident Insurance forms are available from the receptionist and the Athletic Director. This insurance is optional, but students participating in athletics are required to show proof of medical coverage prior to entering the athletic program.

**INDEPENDENT STUDY (Short Term)** - Students who know that they will be away from campus for not more than ten (10) days for *educational reasons*, should apply for a short-term Independent Study contract. See the Counseling Office for details.

**LOST/FOUND** - Students who lose any items while at school should report the loss immediately to the school receptionist. Found items are kept there until the last day of each semester. After that, the items are given to a charitable organization.

**MEDICATIONS** - In compliance with California Education Code section 49423, when an employee of the school district gives medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of the student's parent or legal guardian. These authorizations must be renewed whenever the prescription changes or at the beginning of the new school year. The prescription label on the container is not acceptable as a physician's statement. Over-the-counter medications will be given only if prescribed by a physician or dentist.

We require all medications to be stored in the Health Office and to be administered only when the physician's and parent/guardian's signed permissions are on file. Students are not allowed to have medication in their possession at school, walking to and from school, or on the school bus. The only exception to this policy is if the student's well-being is in jeopardy and the medication, such as an inhaler for asthma, is carried on his/her person. The appropriate release forms can be obtained from the school and must include a statement from the physician that the student's well being is in jeopardy unless he/she carries the medication.

Medications must be brought to the school in the container in which it was purchased, with the prescription label attached, and must be prescribed to the student to whom it will be administered. School personnel can't give medication brought to school in a plastic bag, plastic ware, or any repackaging. Out-of-date medication will NOT be given. An adult must bring the medication to school along with the completed authorization form.

**ON-CAMPUS SUSPENSION (OCS)** - is a consequence for the violation of a school or classroom rule and is an alternative to home suspension.

**REPORT CARDS** - Report Cards and Progress Reports will be mailed at regular intervals. The final report card of the year will be mailed home in the month of June, 2023. Please mark your calendars and discuss your student's academic progress regularly. Progress reports will be distributed following the end of the grading period.

**1st Semester****2nd Semester**

1st Grading Period Ends	Sep. 16, 2022	1st Grading Period Ends	Mar. 3, 2023
2nd Grading Period Ends	Oct. 28, 2022	2nd Grading Period Ends	Apr. 21, 2023
End of Semester	Dec. 16, 2022	End of Semester	Jun. 8, 2023

**REPORTING ACCIDENTS** - Anytime a student is injured on campus, he/she should report the injury to his/her teacher, the nurse, or Assistant Principal immediately. Accident report forms are available and should be filled out.

**SATURDAY SCHOOL** - Consists of 4 hours of study hall. Saturday School is open to any student to make up attendance and/or to get extra help in a class. Students must sign-up if they plan to attend. Saturday School is also assigned as a consequence for the violation of a school rule and is an alternative to home suspension. When assigned to Saturday School, students are responsible for their own transportation. Students who fail to attend a Saturday School assignment will be subject to further disciplinary action up to and including One Day of On-Campus-Suspension.

**SEARCHES** - Situations may occur where the health, safety, and welfare of students and staff are jeopardized and which necessitate the search of students and seizure of their property by school officials. School officials are authorized to conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law, rules of the district, or rules of the school.

**SEARCH DOGS** - To ensure that alcohol, drugs, and other items that pose a danger to students are not brought on to the school campus, several unscheduled checks will be made during the year using specially trained dogs. These friendly, non-aggressive dogs are trained to check lockers, vehicles, classrooms, and school grounds for alcohol, drugs, and gunpowder. They do not check students. The ultimate goal of this program is to assist in providing a safe learning environment and campus that is free from contraband items.

**STUDENT IDENTIFICATION** - All students will be issued a student I.D. card at the beginning of the year. Students must show their I.D. card in order to get on campus in the morning. **Students must carry this I.D. on campus and present it to school personnel when requested to do so.** Replacement I.D. cards may be purchased from the A.S.B. office. This photo identification card will also be used for boarding school buses to and from school.

**STUDENT PRIVILEGES - Dances and other extracurricular social events are a privilege enjoyed by students.** Students may lose these privileges if they have:

- Outstanding obligations, such as fees or damage assessments
- 12 or more tardies (or 4 detentions) that have not been served
- Discipline issues

**TELEPHONES** - In case of EMERGENCY, students may utilize the telephone located in the Attendance Office.

**VISITORS** - Liberty High School is a CLOSED CAMPUS. Visitors must comply with the following requirements:

- Parents, visitors, and officials must check into the Administration Office and sign in at the reception desk prior to entering the campus.
- Visitors must be 21 years of age or older unless accompanied by a guardian. Positive proof of age and identification are required.
- Visitors will be given a name tag to wear identifying them as visitors and must be accompanied by certificated staff while on campus
- Guests wishing to visit classrooms must provide at least one day's notice (24 hours) and get permission from the administration. Parents wishing to visit their student's classroom need to notify their child's counselor. The counselor will inform teachers and site administration.

- Trespassing and loitering constitutes a violation of Penal Code Section 602 and Section 653, and trespassers will be reported to the Riverside County Sheriff's Department.

**VENDING** - The sale of any items (food, drink, merchandise) **MUST BE APPROVED BY A.S.B.** **Students may not sell any food products during school hours -- these include but are not limited to chips, soda, drinks, candy, etc.** Students found to be selling items not approved by A.S.B. or being sold during school hours, shall have the items confiscated, and will be returned to parent/guardian only. If selling items continues, further disciplinary consequences may be issued by the administration.

**WORK PERMITS** - Education Code section 12259 states that a permit to work is necessary for all minors 14 through 17 years of age. Students must have a birth certificate, original social security card, a picture I.D., and a minimum 2.0 GPA. Applications for work permits are issued in the Career Center and must be completed by the student's prospective employer prior to the issuance of a work permit.

**18 YEAR OLD RIGHTS** - As an 18 year old, you are considered an adult and are no longer considered a minor. At this age the student holds all of the responsibilities and legal rights of citizenship, some of these include: excusing absences, leaving school, voting in State and Federal elections, as well as having sole rights to your educational records. Compulsory education ends at age 18. You are no longer required to remain enrolled in school. School Sites also have the right to terminate your enrollment, and refer you to adult education, if you do not follow the policies and rules of the school. You have the right to request that your parents do not have access to your educational information. This process involves a meeting with your counselor and filling out the 18 year old rights form to request such. Parents of 18 year old students who are considered dependents for tax purposes are entitled to access to their child's educational information. Eighteen year old students who request that their parents be denied access to their records: your parents will be notified and they will have the right to nullify this request if they prove proof of dependency.

## **Expectations of Parents and Students**

Parents are expected to comply with the laws governing the conduct and education of their children. They shall also be expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians are also liable for defacement, vandalism, injury, or loss of any property belonging to the District. Penalties shall be those specified by the law.

All students are expected to conduct themselves in such a manner as to contribute to a productive learning environment. Each individual's conduct on the campus and to and from school shall be orderly and in keeping with the rules and regulations of the school, the school district, and the laws of the state. An educationally sound environment does not allow anyone to interfere with the teacher's right to teach and/or a student's right to learn. It should be noted that a pupil may be suspended or recommended for expulsion for acts which are enumerated in Education Code Section 48900 and related o school activity or attendance which occur at anytime including, but not limited to, the following circumstances:

- While on school grounds or school transportation
- While going to or coming from school
- During the lunch period
- During or while going to or coming from a school sponsored activity
- **Note:** Campus jurisdiction also extends 1,000 feet from campus boundaries at all times, per California law

**CLASSROOM MANAGEMENT** - The classroom teacher, under state law, is given the authority to act in the place of the parent/guardian during the time the student is under the teacher's direction. To ensure suitable classroom management, teachers will utilize a variety of methods of controlling students' behavior. Strategies teachers may use include, but are not limited to:

1. Confer with students and explain the school behavior policy.
2. Take away privileges enjoyed by other students.
3. Assign special tasks which must be completed within a specified time.
4. Contact the parents/guardians so that concerned action can be taken to mutually correct the inappropriate behavior patterns of the student.
5. Give the student detention as authorized by state law (Education Code Section 44807.5).
6. Class suspension of a student for up to two class periods.
7. Refer a student to the school administration for correction and assistance.

**GUM POLICY** - Custodians spend endless hours using expensive machines that blast focused streams of heated water in order to dislodge gum from the concrete. We are extremely proud of our campus and want to keep it in pristine condition for as long as possible. Please refrain from chewing gum; any student caught with gum will be asked to dispose of it in the nearest trash can. Repeated violations will result in further progressive disciplinary action.

**TEXTBOOK/CHROMEBOOK CARE AND PROCEDURES** - Students are responsible for maintaining their textbooks and Chromebook in good condition. In the event that the textbook or device is lost (stolen, not returned, missing, etc.) the student/parent may be responsible to pay for the replacement cost.

If the device is damaged and/or inoperable, the student will be responsible for returning the device to the school site for repair and may be assessed a fine for damage repair. A replacement Chromebook will be issued upon the return of the damaged device.

**ELECTRONIC DEVICES** - At Liberty High School, students are allowed to use cellular telephones during non-instructional time, unless approved by the teacher and/or school administration, students are only permitted to use cellular phones or other mobile communication devices outside of the instructional day (before school, at lunch, and after school). Students must keep their cellular phones or other mobile communication devices powered off and out of sight during instructional time. If a teacher or other school staff confiscates a telephone or other such device, it will be turned in to the Assistant Principal's office. The offending student will have a disciplinary entry logged into their file, and only the student's parent/guardian may pick it up. Multiple violations will result in appropriate further disciplinary action. If the administrator suspects that the device may be stolen, proof of legal purchase may be required before releasing it back to its owner. If parents cannot come into the office to pick up the device, the administration will hold it for two weeks from the date of the violation before being returned to the student after school.

**Examples of electronic devices are, but not limited to:**

<b>Cell Phones</b>	<b>Instant Cameras</b>	<b>Nintendo Switch</b>
<b>Airpods/Earbuds/Headphones</b>	<b>Tablets</b>	<b>Oculus</b>
<b>Portable Bluetooth Speakers</b>	<b>Smart watches</b>	

- The Administration of LHS highly discourages the possession of these items at school.
- If students bring an electronic device to school and it is lost and/or damaged the **school is not responsible**.
- Site administration **will not disrupt instructional time or take up staff time** to look for lost or stolen electronic devices. The owner of the device may file a report with the local police/sheriff's department.

- Offenders may be placed in On-Campus Detention, be given community service, Saturday School, or other appropriate consequences. Repeat offenders may be subject to suspension.
- Unauthorized electronic recording of student activity may result in disciplinary action, including suspension.

**SKATEBOARDS NOT ALLOWED** - For safety reasons and to prevent property damage, Liberty High School will not allow skateboards, inline skates, razor scooters, hoverboards, motorized bikes, or other similar devices anywhere on its campus, including parking areas at any time. This includes these items that are being carried.

**If these items are used for transportation, students may lock these items to the racks provided between the administration and counseling buildings.** Confiscated skateboards will only be returned to parents. Students caught riding skateboards on campus will be subject to strict but appropriate disciplinary action.

**All unauthorized items brought to school and confiscated by staff, such as but not limited to: skateboards, scooters, hoverboards, motorized bikes, radios, cell phones, AirPods/earbuds/headphones, iPads, electronic devices, drones, toys, etc. and related items, may or may not be directly returned to the students after a period of time. Parents may recover confiscated items not held in evidence upon administration approval within a reasonable period of time. Items not recovered within a reasonable period of time or by the end of the school year will be discarded. The Perris Union High School District or any individual school is not liable for any damage or loss to these confiscated items. The primary objective of requiring students not to bring restricted materials to school is to ensure students' focus on educational tasks, students' safety, and to prevent the loss and/or damage to private property.**

**WRITING AND PLAGIARISM** - Plagiarism is a direct violation of intellectual and academic honesty. Plagiarism refers to representing someone else's work or ideas as your own. The most extreme forms of plagiarism are the use of a paper written by another person or obtained from a commercial source. The use of a paper made up of passages copied word for word without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. Multiple incidents of cheating may constitute grounds for a failing grade or withdrawal from the class with no credit. One distinctive mark of an educated person is the ability to use language correctly and effectively to express ideas. Teachers assign written work for the purpose of helping students achieve that mark. Each teacher will outline specific ideas wanted but all expect students to present work that represents the student's understanding of the subject in the student's own words. It is seldom expected that student papers will be based entirely or even primarily on original ideas or original research. Therefore, to incorporate the concepts of others may be appropriate with proper acknowledgment of sources, and to quote others directly by means of quotation marks and acknowledgments is proper. However, if a paper consists entirely of quotations and citations, the paper should be rewritten to show the student's own understanding and expressive ability. The purpose of the written assignment (i.e., development of communication and analytical skills) should be kept in mind, as each paper is prepared. Research and understanding should not be evaded through plagiarism.

**CHEATING** - Teachers have the responsibility of planning and supervising all academic work in order to encourage honest, individual effort and of taking appropriate action if instances of academic dishonesty are discovered. However, honesty is primarily the responsibility of each student. Liberty High School considers cheating to be a voluntary act for which there is no acceptable excuse. The term "cheating" includes, but is not limited to:

1. Plagiarism
2. Receiving or knowingly supplying unauthorized information during an examination.
3. Using unauthorized material or sources during an examination.
4. Changing an answer after work has been graded and presenting it as graded.
5. Forging or altering roll sheet information.

The student who is caught cheating may be subject to a punitive grade for the assignment. Theft of an examination will result in disciplinary action determined by the school administration to be appropriate, including on or off Campus Suspension.

**PERMANENT MARKERS AND TAGGING** - Property damage resulting from graffiti or tagging will not be tolerated at Liberty High School. **Permanent markers, such as Sharpies, are strictly forbidden on campus.** These items are commonly used to “tag” books, restroom walls, desks, and other structures on campus. The Liberty High School Administration will assure that those who possess these markers or other tagging devices (i.e. spray paint, grease pencils, or stickers used for “slap tagging”) have the intent to damage property.

We take this threat to our campus so seriously that we will search students whom we have a reasonable suspicion of possessing such items and/or having used them for vandalism. Reasonable suspicion includes, but is not limited to the following:

- Students who decorate their backpack, notebooks, or self with tagging
- Students who are caught with a marker will be searched for more such items
- Students leaving restrooms where new graffiti is discovered

First offenders consequences may include:

- Saturday School
- Behavior Contract
- Full day OCS
- Community Service
- Suspension

Multiple offenders may receive:

- Multi-day suspensions
- Recommendation for placement at an alternative education site
- Recommendation for expulsion

**PUBLIC DISPLAYS OF AFFECTION** - An excessive display of affection is unacceptable on school grounds or at any school-sponsored activity. Excessive includes, but is not limited to, heavy kissing, petting, and other physical demonstration considered offensive. Violators will be disciplined.

**KNIVES/LASER LIGHTS** - Knives of any type or size are not allowed at school. All knives brought to school will be confiscated. The student in question will be suspended and may be expelled. Laser lights are not to be brought on campus. They may cause serious injury. Students in possession of these will have them confiscated and have disciplinary actions up to and including expulsion.

## Dress Code

### Expectations and Guidelines for Apparel

**The dress code is in effect during school hours as well as during school-sponsored activities.** Liberty High School seeks to maintain a positive learning environment where mutual respect and high personal standards are established. Because of this, it is expected that clothing policies at Liberty High School will be followed by all students.

Students who come to school in clothing that is inappropriate can be assigned a disciplinary consequence and will be required to change into school-appropriate attire. If a student refuses to wear a loaned dress code violation item or if a parent cannot bring them a change they will be sent to On-Campus Detention for the remainder of the day.

**The dress code is not met if a student tries to cover their dress code violation with a sweater, vest, or other accessory piece of clothing.**

- All clothing and accessories must be school appropriate; shirts must be worn at all times.
- Clothing and accessories must not promote illegal substances, violence, alcohol, or sexually explicit material.
- Clothing and accessories must not discriminate against any religion, ethnic group, household income, or body type size. It must not feature any type of hate speech.
- Clothing and accessories must be free of safety pins and spikes. Chains are not permitted, even when attached to a wallet or worn on clothing.
- All tops must have visible straps. No bandeaus, tube tops, plunging necklines, or strapless blouses or clothing. Bikini tops and Bralettes are considered undergarments and should be concealed at all times.
- Bottoms must fit waist-size appropriately and must completely cover the buttocks area and must not be excessively baggy or show undergarments.
- Bandanas are not allowed at school.
- Shoes must be worn at all times. It is recommended that sandals have heel straps.
- Items that are classified as drug paraphernalia are not permitted to be worn as accessories or clothing.
- Any clothing, purse, backpack, notebook, jewelry, etc. displaying a hate symbol is strictly prohibited at school.
- Sunglasses may not be worn indoors (unless under doctor's prescription).
- Any clothing that is attributed to a gang by the Riverside Sheriff Department will be prohibited.

**When a new fashion trend becomes a symbol that may be dangerous, antisocial or the arrangement of specific clothing items denotes gang affiliation, Liberty High School administration reserves the right to prohibit such items and Arrangements.**

## Transportation Policies, Rules, and Consequences

**BUS CONDUCT AND RESPONSIBILITIES** - Disorderly conduct or a persistent refusal to submit to the authority of the bus driver can result in suspension or revocation of bus riding privileges. If a student receives a citation, they will receive disciplinary consequences with the intent of ensuring safe travel consistent with district policy. Students need to have their Student Identification Card available and be prepared to show it to the bus driver upon request.

### FOR YOUR SAFETY - FOLLOW THESE BUS RULES

Observe the same rules of conduct as in the classroom  
Be courteous, do not use profanity  
Keep the bus clean, do not litter

Remain seated while the bus is in motion  
Keep all body parts inside the bus  
Eating, drinking, or smoking is not permitted on the bus



Vandalism may result in immediate loss of bus riding privileges and suspension from school.

### **Consequences for Inappropriate Student Behavior on the Bus**

<b>Types of Offense</b>	<b>Examples</b>
<b>Level 1 - Minor Offense</b>	<ul style="list-style-type: none"><li>● <b>Student out of seat</b></li><li>● <b>Yelling</b></li><li>● <b>Throwing things on the bus</b></li><li>● <b>Hanging out the window</b></li></ul>
<b>Level 2 - Intermediate Offense</b>	<ul style="list-style-type: none"><li>● <b>Profanity used at the bus driver</b></li><li>● <b>Defiance of the bus driver's instructions</b></li></ul>
<b>Level 3 - Serious Offense</b>	<ul style="list-style-type: none"><li>● <b>Call Ed. Code 48900 suspension events</b></li><li>● <b>Destruction/Vandalism of Property</b></li><li>● <b>Throwing things from the bus window</b></li></ul>

## **Safe School Environment**

Students have the right to a safe learning environment at Liberty High School.

### **Prohibition Against Unlawful Discrimination, Sexual Harassment, and/or Retaliation**

Under governing federal and state laws and District Board Policies (“BPs”) and Administrative Regulation (“ARs”), no individual is to be subjected to unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legal protected status; the perception of one or more of such characteristics; or the association with a person or group with one or more of these actual or perceived characteristics. Retaliation against an individual who has filed a complaint of unlawful discrimination or participated in an investigation regarding such a complaint is strictly prohibited. The District’s strictly forbids and has zero tolerance of any form of any unlawful discrimination.

### **Filing a Complaint of Discrimination, Sexual Harassment, and/or Retaliation**

Perris Union High School District (the “District”) recently revised and thereby clarified its Board Policies (“BPs”) and Administrative Regulations (“ARs”), specifically those addressing (1) uniform complaint procedures (BP/AR 1312.3); (2) nondiscrimination/harassment (BP/AR 5145.3); and (3) sexual harassment (BP/AR 5145.7). A copy of each of these BPs and ARs can be found by visiting this website: <http://www.gamutonline.net/district/libertyhigh/>. Please review and familiarize yourself with these important BPs and ARs.

An individual who believes unlawful discrimination has occurred under either BP/AR 5145.3 (Nondiscrimination/Harassment) or BP/AR 5145.7 (Sexual Harassment) may file a complaint as described in BP/AR 1312.3 (Uniform Complaint Procedures).

AR 1312.3 describes the District’s prompt and equitable process to investigate and resolve complaints, including complaints of unlawful discrimination based on race, color, national origin, sex or any other protected characteristics

referenced above. It also contains timeframes and a description of the investigation of the complaint report of findings, final written decision, and corrective action, if needed, to stop the discrimination, harassment, and/or retaliation, prevent its recurrence, and remedy the effects of discrimination.

The District has an independent obligation to investigate a complaint irrespective of whether a complaint has also been filed with another governmental entity, such as the Office for Civil Rights of the U.S. Department of Education or law enforcement.

To find out more information about the District's prohibition against unlawful discrimination, harassment, and/or retaliation or if you would like to file a complaint, please contact: Kirk Skorpanich, District Assistant Superintendent of Human Resources, (951) 943-6369, ext. 80301, [kirk.skorpanich@puhsd.org](mailto:kirk.skorpanich@puhsd.org). You can also find additional information about filing a complaint by visiting: <http://puhsd.org/pages/have-a-complaint>.

**ANTI-BULLYING/CYBER-BULLYING** - The District/Liberty High School believes that all students, staff and community have an obligation to promote mutual respect, tolerance and acceptance. The school will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling, social isolation or manipulation. If you need to report an instance of bullying, you can do so by visiting this link: [Stop Bullying](#).

Cyber-bullying includes the posting of harassing messages, direct threats, social cruelty, or harmful text or images on the Internet, Google chat, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

This policy applies whenever a student is on school grounds, traveling to and from school, or at a school sponsored activity, during lunch period, and whether on/off campus. In addition to this, in the case of cyber-bullying that is done at home, where the action(s) impact school activities or school attendance, then they may be subject to discipline in accordance with district policies and regulations.

**DRUGS, ALCOHOL, TOBACCO, VAPE PENS, AND ELECTRONIC CIGARETTES** - The possession and/or use of drugs, alcohol, tobacco, and related paraphernalia on school premises and at school/district-sponsored functions is strictly prohibited. A student who violates this policy is subject to suspension and/or expulsion under California Education Code 48900 (c) and/or (h). Students may be cited by law enforcement.

The Governing Board recognizes the health hazards associated with smoking and use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment. The Board prohibits the use of tobacco products at any time in district owned or leased buildings on district property and in district vehicles. This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

Any person who violates the district's policy on Tobacco free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct a person to leave school property.
2. Request local law enforcement assistance in removing the person from school premises.
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time.

**HATE VIOLENCE** - No person shall by force or threat of force, wilfully injure, intimidate or interfere with another person's race, color, religious ancestry, national origin, gender, sexual orientation, or disability. Doing so constitutes a hate crime resulting in suspension with a high probability of expulsion.

**SEXUAL HARASSMENT POLICY** - Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in an educational setting.

The District is committed to an educational environment in which all individuals are treated with respect and dignity. Each student has a right to learn in an atmosphere that promotes equal educational opportunity and is free from discriminatory practices.

## **Athletic Participation**

The athletic department at Liberty High School is dedicated to *Pursuing Victory With Honor* not only on the field but in the classroom and the community. Athletes, coaches, parents and everyone else involved with athletics at this school is responsible for representing their school in a positive way. Participation in high school athletics is a privilege and not a right. By following the 6 Pillars of Character, as set forth by the Josephson Institute and CIF, which include: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship, we can develop student-athletes who will become productive members of society following high school.

**Athletic Code:** The CIF Blue Book Rules and Regulations, as well as this District's Athletic Code will govern athletic participation. Athletes will be directly responsible to the head coach of that sport and their assistants. It is assumed that the athlete's participation in a sport is a privilege, and because of this, he or she wishes to do whatever is necessary to make the team successful. Parents and athletes will follow team roles set forth by the coach and this Athletic Code. Parents and Students agree that they will read and abide by the guidelines presented in the "Communication Guidelines" brochure included in the athletic packet.

**Scholastic Eligibility and Grades:** The student-athlete must meet the Perris Union High School Board Policy and the C.I.F.-SS academic standards. PUHSD requires that a student be enrolled in and passing at least 4 CORE classes with a GPA of at least 2.0. CORE CLASSES EXCLUDE T.A. AND A SECOND P.E. CLASS IF TAKEN CONCURRENTLY DURING THE SAME SEMESTER (if enrolled in P.E. class twice in one semester, only one counts toward the 20 credits). **BOARD POLICY 6145(a) requires that students earn a minimum of 20 credits, not including Pass/Fail classes.**

- **EXAMPLE #1: A student that is enrolled in four classes, one of them being T.A. would be enrolled in only 3 "CORE" classes and declared ineligible.**
- **EXAMPLE #2: A student is enrolled in four CORE classes and earns the required 2.0 GPA but fails one class. The student will have only passed 3 CORE classes and thus be declared ineligible.**

Lastly, students must be working towards minimum graduation requirements to be eligible. Eligibility is based upon the student's last grading period. If a student does not meet these requirements, they become immediately ineligible and cannot participate in any games. They can regain their athletic eligibility at the end of the next grading period upon successful completion of the requirements mentioned above. A period of eligibility will be equal to a period of ineligibility. Athletes become eligible and ineligible on the Monday after the grades are reported approximately every 6-week period. Ineligible athletes may (at the coaches direction) practice with a team, but may not dress for a game, participate in any contest, or travel with a team when doing so would excuse them from class participation.

Liberty Bison are a member of the Raincross Conference and we offer the following athletic programs:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Football	Boys Basketball	Baseball
Girls Golf	Girls Basketball	Softball
Girls Tennis	Boys Soccer	Co-Ed Track & Field
Girls Volleyball	Girls Soccer	Boys Golf
Co-Ed Cross Country	Wrestling	Boys Tennis
Cheerleading	Traditional SportCheerleading	Boys Volleyball
Boys Water Polo	Girls Water Polo	Stunt Cheerleading
		Swimming

## **Post High School Planning Educational and Vocational Planning**

The Counseling Office offers educational and vocational planning. Some counseling services are offered through the Career Center, which offers similar services with more emphasis on the vocational aspects. Counselors provide orientation in the spring to tentatively plan courses for the following year. Courses are selected with the student's post-secondary goals in mind.

The Riverside County Career/Technical Education (CTE) offers career preparation training to high school students. Liberty High School currently offers several CTE classes to students who are interested in vocational career opportunities. Information regarding CTE classes can be obtained in the Counseling Office.

55 Elective Credits may be taken from any courses offered at the high school or the Career/Technical Education (CTE). ELECTIVES are courses a student chooses to take beyond the main requirements for graduation. Only 10 credits may be taken as a Student Aide and only 40 credits may be taken in Work Experience. 20 credits may be earned for Community Service. Students may be required to take an ELA and/or Math Support course depending on their standardized test scores.

### **ALTERNATIVE EDUCATION PROGRAMS**

Various Alternative Education Programs are available. The Pupil Services Department manages the assignment of Home/Hospital Study for long-term illnesses. Please contact Dr. Pauline Garcia, Director of Pupil Services, at 951-943-6369 ext. 81202. **Educational Options** offers Continuation School, Adult Education, and Independent Study Program. Call 951-943-6194 for more information. Any student who is seriously credit deficient may be alternatively placed at Perris Lake Continuation High School.

### **UC/CSU/LHS APPROVED PREPARATORY CLASSES**

Each year, lists of high school courses meeting University of California Preparatory standards are submitted to the UC Review Board. Once approved these are the only courses that may be used to fulfill subject requirements for admission to UC campuses. Check with the Liberty High School Counseling department for the most updated list of the course requirements for admission to college or university.

**THANK YOU**

Your support of this positive environment and behavior plan is necessary for us to complete our mission at Liberty High School. By following the expectations, code and policies, all students can learn to behave respectfully and to develop the necessary character to expect and achieve excellence. I have read and understood Liberty High School's expectations for a positive environment and successful behavior plan mentioned in this Student Handbook.