

## Campus Rules and Regulations

- Students will not use or have in their possession weapons or look-alike weapons, including explosives. **Example:** including but not limited to guns, toy guns, knives, chains, razor blades, clubs, mace, pepper spray, switchblade knives and combs, broken glass, pipe, rocks, stink bombs, firecrackers, or bombs.
  - Students will not use or have in their possession or supply drugs, alcohol, look-alike substances, any other harmful or illegal substances, or paraphernalia associated with such use or controlled substances such as prescription drugs or over-the-counter drugs . **Examples:** Bringing or being under the influence of alcohol, marijuana, or any other harmful substance; bringing a baggie of oregano and telling other students that it's marijuana; possession of a marijuana pipe, or products used as inhalants; or supplying prescription drugs to another student.
  - Students will not use or have in their possession tobacco products . **Examples:** Cigarettes, cigars, snuff, chewing tobacco, dip, dip pouches, or cigarillos.
  - Students will not fight . **Examples:** Hitting, mutual combat, kicking, or biting, play fighting.
  - Physical assault is not permitted . **Examples:** Any deliberate act of bodily contact directed towards another person with the intent to do physical harm or intimidate including hitting, punching, slapping, spitting, or throwing objects at someone.
  - Students will not instigate a fight . **Examples:** Taunting, threatening, tripping, shoving, using racial or sexual slurs, profanity directed at other students, or encouraging or promoting a fight.
  - Students will not run to view a fight or major campus .
8. Students will not engage in sexual Harassment or assault.

**Examples:** Language or physical contact which can be construed as sexual, inappropriate touching, inappropriate dancing such as “freak dancing,” impeding or blocking movement, leering, display of sexually suggestive objects, pictures, cartoons, letters, notes, jokes, or invitations, suggestive statements to other students, or derogatory statements /slurs of a sexual nature. **This policy pertains to teachers, staff, and students. Any student who wishes to file a complaint of sexual harassment may do so by contacting a counselor or school administrator. All complaints will be referred to the Vice Principal of Pupil Services.**

**All complaints will be kept confidential.**

9. Students will not vandalize student, staff, or school property .

**Examples:** Breaking, tearing, disfiguring, scratching, carving, writing on, “tagging” with spray paint or other media, use/possession of oversized permanent markers, or causing water or fire damage to the property of others; pulling the fire alarm, any misuse of bathroom facilities or supplies.

10. Students will not commit theft.

- Students will not be disrespectful towards staff . **Examples:** Written abuse, verbal abuse, or inappropriate body language, including obscene gestures, blatant, aggressive posturing or gesturing.

PHONE

FAX

WEB

- Students shall not leave the campus or be in unauthorized areas on campus during the school day, including lunch . **Examples:** During classes, east or west parking lots or vehicles within the parking lots; during lunch, students are not permitted on the athletic fields or basketball courts without proper supervision.
- Students will not threaten or verbally abuse others . This includes the use of hate speech. **Examples:** Name-calling, threats, and insults/slurs based on race, gender, appearance, or sexual orientation (real or presumed).
- Students will not use profanity directed at other students or staff .
- Students will not engage in disruptive activities or be disruptive in class . **Examples:** Shouting out comments, out of one's seat without permission, tardies, talking excessively, being in the hallways without a pass, disrupting classrooms from the hallways, engaging in water play (water balloons, water guns, misuse of water bottles) Frisbee or ball playing in hallways, riding of bicycles, unicycles, scooters, skates, or skateboards in hallways, or excessive public displays of affection such as French-kissing, or inappropriate touching.
- Gambling, including the possession/use of dice, is not allowed on campus .
- Listening to MP3 Players is permitted with headphones only during passing periods, lunch, before and after school. The volume must be audible only to the wearer of the headphones.
- Cell phones must be turned off and put away between the first passing bell of the day and the last dismissal bell. Any student violating this rule will be asked by a staff member to turn over his/her phone. Refusal to comply will result in a two day suspension. Students must serve detention to retrieve phone.

### **Consequences for Rule Violations**

Students who violate any school rule or regulation will be subject to one or more of the following consequences:

#### **Administrative After School Detention**

This is a one period detention or a one to five day detention assigned after the normal school day. Students ejected from the detention room will be suspended from school. Students may be required by a teacher or administrator to stay after school for as long as one hour per day for misconduct. Students must notify their parents when detention is assigned. Detention has priority over bus transportation and after school activities.

- Students must serve their detention the same day or the following day from 3:20 PM to 4:10 PM in the in-house suspension room.
- If a student arrives after 3:20 PM without proper clearance or fails to show up for detention, he/she will receive an appropriate consequence. If a parent cannot be contacted, the student can serve the following day. Students removed from the detention room will be subject to further disciplinary action.

#### **Student Loss of Privileges**

If an administrator determines that a student's behavior is a liability to the school, he/she **may lose the privilege of participation in extracurricular events, including practices, rehearsals and graduation ceremonies.**

# In-House Suspension

In-House suspension is a supervised classroom setting for students who are prohibited from attending their regular classes due to violation of school rules. Students may be placed in the In-House Suspension room for lengths of time varying from one class period to all day.

## **Students on in-house suspension will:**

- Sign in immediately after coming into the room.
- Follow all school rules.

## **Suspension**

Suspension is a disciplinary action that excludes a pupil from regular classroom instruction for adjustment purposes for a period of time not to exceed five (5) consecutive school days. Suspension by an administrator is preceded by an informal conference between the pupil and the administrator. Within 24 hours of the beginning of a suspension, a notice shall be mailed to the parent/guardian of the pupil and parent/guardian may be requested to attend a conference with the school administrator regarding the pupil's behavior. Any parent or student who wishes to contest or appeal a suspension can set up an appointment with the school Principal or Associate Superintendent of Secondary Schools.

# Discipline Matrix:

## **Mandatory Expulsion:**

- Possession, selling or otherwise furnishing a firearm.
- Brandishing a knife
- Unlawfully selling a drug.
- Committing or attempting to commit a sexual assault.
- Possession of explosives.

## **Recommendation for Expulsion:**

- Causing serious physical injury to another person, except in self-defense.
- Possession of a knife, explosive, or other dangerous object of no reasonable use to the student.
- Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana.
- Robbery or extortion.
- Assault or battery upon a school employee.

# Jurisdiction of the School

- While on school grounds.
- While going to or coming from school, including public transportation.
- At school activities whether on or off campus.
- During, or while going or returning to school from a school-sponsored activity.

# Absence Policy

Students are expected to be in school except for:

- Personal illness, illness in the family, or death of a relative.
- Observance of a religious holiday. Any student of any religion can be legally absent for the purpose of observing a religious holiday consistent with his/her creed or beliefs.

If a student is going to be absent, the student should submit a written excuse to the attendance office with a valid telephone number to use for verification. Absences must be cleared within three days. An 18-year-old student who wishes to sign his/her own note to clear absences must fill out an application form and return it to the Attendance Office for verification by an assistant principal. A limited number of nine absences per school year may be cleared by an 18-year-old student. If you are absent 5 or more days a doctor's note is required. Readmits are issued before or after school and during lunch.

For questions regarding attendance issues, please call the Attendance Office at 433-5100 extension 1030 or 1031.

## Truancy

- Truant[E.C 48260]

(Warning Letter #1) Absent from school without a valid excuse.

- Repeat Truant[E.C 48261]

(Warning Letter #2)

- Habitual Truant [E.C 48262]

(Warning letter #3) Any student truant three or more times per school year. Students who are habitually truant may be referred to the School Attendance Review Board (SARB) for further Action.

## Tardy Policy

Students are expected to be in the classroom and be seated, before the tardy bell rings (with books and materials). Students who are late to class will be issued a tardy citation by a campus monitor or teacher.

## Student Photo ID Policy

All students are to have in their possession a Luther Burbank High School photo ID. This photo ID will be required to access the Internet in the Library, to check out books in the Library, and to be issued textbooks. The first card is free; if this card is lost, the student is required to pay \$10.00 for a replacement, payable to the Controller located in Room A-17. Bring proof of payment to A-15 to receive a replacement card. If the student leaves LBHS the card is to be turned in to the Lead Teacher located in Room A-2. **DO NOT THROW THIS CARD AWAY AT THE END OF THE SCHOOL YEAR**

## Lunchtime policy

Students are allowed in the following areas during the lunch period: cafeteria, lunch and library quads, B-wing, directly in front of the P-wing classrooms and the West hallway. Students may also be in a classroom if accompanied by a staff member. Both gyms are open for sports during lunch, but no food is permitted.

## Passing Periods Policy

Loitering is not permitted during passing periods. Passing periods are for passing to the next class, using the restroom or getting a drink of water.

## Dress Code

- The only non religious head coverings to be worn on campus are LBHS and Navy NJROTC hats, beanies and visors. Hats are not to be worn indoors.
- Shirts must cover the waist, upper chest, shoulders and the entire back and not be see through. No tank tops, spaghetti straps or tube tops.
- Pants and shorts must stay pulled up to where tops of pockets and underwear are not showing.
- The following items are not to be worn on campus.

Pajamas, bed room slippers Solid blue or red clothing

Fishnet stockings Clothing with area codes

Clothing or accessories depicting violence or weapons Clothing with negative references to law enforcement. Advertisement of tobacco products or alcoholic beverage

# Student Parking Area Rules and Regulations

Students automobiles / motorcycles must be registered and have a valid decal visibly placed. Parking decals are available from the Assistant Principal's office in A-10. Students must have proof of registration, insurance and a valid driver's license in order to obtain a parking permit. Parking permits are available for \$2.00 for one vehicle and an additional \$1.00 for each vehicle thereafter; these can be purchased from the Controller's office and picked up in the Assistant Principal's office in room A-10. Students using the parking areas assume full responsibility for lost or stolen items. Students will be cited if they violate any of the following:

- The speed limit on public roads in a school zone is 25mph or less.
- The speed limit on campus (exit or entry) is 15mph or less.
- Buses shall have the right of way on school grounds.
- All drivers of vehicles shall obey the school officer.
- Cruising is not permitted.
- Students shall park their automobiles /motorcycles in the unnumbered student parking areas of the west parking lot.
- Parking is NOT allowed on Luther Drive .
- Students shall not be in automobiles or loiter around them while school is in session.
- Loud music may not be played in vehicles.
- Students are NOT ALLOWED to ride motorized scooters or mini-bikes to school or to park them on campus.

*Any violation of the above rules will result in revoking the student's use campus parking.* Only staff members are allowed to enter or park in the east parking lot.

- Only **PARENTS/GUARDIANS** are allowed on campus to pick up students.
- Students are not allowed in the parking area during lunch.

# Skate Boards

Skateboards are not permitted on campus. This includes in the classrooms, hallways, parking area, and all open spaces on the campus.

## Bicycles / Bike Cage Rules and Regulations

Bicycles are not to be ridden on campus. The school does not assume responsibility for the loss or damage to any bicycle brought on the campus. According to California State Law, students under the age of eighteen who ride bicycles or non-motorized scooters to campus **MUST WEAR HELMETS**