STUDENT HANDBOOK 2026 - 2027



Signature Page

Parent/Guardian

We (I) the parent(s)/guardian(s) agree to go over the rules, regulations and schedules listed in the Heritage High School Handbook with our student. Parents/Guardians and students will have an opportunity to acknowledge receipt and understanding of the student handbook during our yearly online data verification or if this is not possible, in person at walk thru or at time of registration. Administration may use discretion to update this handbook as needed throughout the year to ensure a safe and productive learning environment. In addition, school information published in this handbook is subject to change to ensure continued compliance with federal, state, or local regulations.

Parent/Guardian Name (Please Print)**:** _____

Parent/Guardian Signature: _____

Parent/Guardian Name (Please Print)**:** _____

Parent/Guardian Signature: _____

STUDENT:

I agree to read and follow the rules, regulations and schedules contained in the HHS Handbook that is available on the Heritage High Web page

Student Name (Please Print)**:** _____

Student Signature: _____

Heritage High School does not discriminate on the basis of race, color, national origin, sex, or disability.

Heritage High School

www.luhsd.net/heritage

101 American Ave.
Brentwood, CA 94513
(925) 634-0037

Principal	Casey Lewis
Assistant Principal SLC-A	Nicole Bell
Assistant Principal SLC-B	Nate Smith
Assistant Principal SLC-C	Chris Holland
Assistant Principal SLC-D	Chris Lonaker

Liberty Union High School District

20 Oak St.
Brentwood, CA 94513
(925) 634-2166

Superintendent:	Denise Rugani
Board of Trustees:	Pauline Allred
	Dr. Tamela H. Hawley
	Yolanda Peña-Mendrek
	Susan Wallace
	Tamara Weber

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MISSION STATEMENT

Heritage High School is dedicated to empowering all students to become life-long learners, committed to **H**onesty, **E**quality, **R**espect, **I**ntegrity, **T**rust, **A**chievement, **G**enerosity and **E**xcellence. All learning environments will provide a safe, student-centered, rigorous, relevant and engaging standards-based curriculum developed in a collaborative learning community. Heritage is committed to supporting social-emotional growth while preparing students to be productive citizens in the global and local community using career academies, enhanced extracurricular activities, and instructional technology.

VISION STATEMENT

Heritage High School will create an effective and dynamic cross-curricular learning community that promotes the mastery of state content standards. Through collaboration, analysis, and reflection of the whole student, the entire staff will ensure students achieve their academic and personal potential in preparation for life beyond high school. Staff members, students and the school community will work together to create a safe, supportive and inclusive environment in which all students become productive life-long learners who impact the global community in a positive way.

Schoolwide Learner Outcomes (SLOs)

Academic Standards:

Students will demonstrate academic proficiency by meeting state content standards in preparation for their post-secondary college and career goals.

Research and Technology:

Students will demonstrate proficiency and responsibility using various resources and technology to communicate, conduct research, test hypotheses and solve problems.

Critical Thinking:

Students will demonstrate an ability to think critically, creatively, and analytically, as well as work collaboratively and independently taking responsibility for their thoughts and actions.

Communication:

Students will develop effective professional and diverse communication skills, through critical and reflective reading, writing, speaking and listening activities.

Citizenship:

Students will demonstrate an understanding of social responsibility and will exhibit respect towards a diverse school community and the larger society.

IMPORTANT DATES

Legal Holidays & Non-School Days (No Students)

- Sept. 7, 2026 — Labor Day
- Sept. 28-Oct 9th, 2026 — Fall Break
- Nov. 11th, 2026 — Veterans Day
- Nov. 24th, 25th 2026 — Floating Holidays
- Nov. 26-27th, 2026 — Thanksgiving Break
- Dec. 22, 2026-January 2, 2027 — Winter Break
- Jan. 18th, 2027 — Martin Luther King's Day
- Feb. 12th, 2027 — Lincoln's Day
- Feb. 15th, 2027 — Washington's Day
- Mar. 15th-26th 2027 — Spring Break
- April 23rd, 26th, 2027 — Spring Recess
- May 31st 2027 — Memorial Day
- June 18, 2027 — Juneteenth

Staff Work Days–no students

- July 22nd, 23rd, 24th
- December 18th
- June 4th

Final Exams
Dec. 14-17th 2026

May 28, June 1-3rd, 2027

PD Days (Late-Start Weds.)

- August 5,12,19,26
- September 2,9,16,23
- October 14,21,28
- November 4,18
- December 2,9
- January 6,13,20,27
- February 3,10,17,24
- March 3,10, 31
- April 21,28
- May 5,12,19,26

Minimum Days

August 14, 2026
January 15th, 2027

Traditional Days (8 periods)

December 11th, 2026
January 4th, 2027

Other Important Dates

- July 27, 2026 — First Day of School
- August 13, 2026 — Back to School Night
- January 14, 2027 — Open House
- June 3, 2027 — Last Day of School
- June 3, 2027 — Graduation Ceremony

PHONE EXTENSIONS

HERITAGE HIGH SCHOOL: 925-634-0037

Heritage Attendance Line Ext. 6006

Administration		**EXT**
Mr. Lewis	Principal	6001
Ms. Bell	Asst. Principal, SLC-A	6011
Mr. Smith	Asst. Principal, SLC–B	6021
Mr. Holland	Asst. Principal, SLC–C	6031
Mr. Lonaker	Asst. Principal, SLC-D	6041

Counseling		
Ms. Morgan	SLC-A (A1)	6016
Ms. Aure	SLC-A (A2) Target Counselor	6116
Mr. Campos	SLC-B	6026
Ms. Roman	SLC-C	6036
Ms. Munoz	SLC-D	6046
	SEL Counselor	6016
Ms. Morrow	Speech Pathologist	6092
Ms. Faylor	School Psychologist	6657
Ms. Terry	School Psychologist	6084

Clerical Staff		
Ms. Simone	Principal's Secretary	6002
Ms. Whitener	SLC-A Secretary	6010
Ms. Bonal	SLC-B Secretary	6020
Ms. McVeigh	SLC-C Secretary	6030
Ms. Burkhart	SLC-D Secretary	6040
Ms. Ray	Receptionist/Health Clerk	6000
Ms. Huie	Registrar	6009
Ms. Halder	Front Office Clerk	6007
Ms. Barwacz	Attendance Secretary	6003
Ms. Steiper	Attendance Clerk	6005
Ms. Lopez	Student Accounts	6051
Ms. Jonhson	Data Tech	6008
Mr. Gomar	College/Career Center	6097
Ms. Castillo	Textbook/Duplicating Clerk	6073
Ms. D. Smith	Library Clerk	6072
Mr. Wisely	Athletic Director	6090
Ms. Banchieri	Activities Director	6427
Ms. Ellingson	Food Services Manager	6923
Officer Blumberg	School Resource Officer	6015

STUDENT DISCIPLINE

HERITAGE H.S. EXPECTATIONS FOR STUDENT BEHAVIOR

Philosophy

Heritage High School recognizes that all students and staff of public schools have the right to attend campuses that are safe, secure, and conducive to student learning. Additionally, school districts have an affirmative duty to create safe and secure schools focused on academics. The administration at Heritage High School accepts discipline as an integral part of a student's learning process and one that is necessary to help ensure students have an educational experience in high school that prepares them for their post-secondary goals.

As such, discipline is not a punishment, but rather the established and acknowledged result of violation of rules. Students who break the rules do so of their own free will and in doing so, freely accept the consequences of the actions associated with rules that are broken. Discipline procedures will follow school guidelines and district matrix identified in the Heritage High School Student Handbook which is made available at the start of each school year to families and posted on our school website. In addition, each staff member will provide students with guidelines that cover the rules of the learning environment/classroom and the consequences for breaking those rules.

The key issue to student behavior and maintaining a positive, distraction free learning environment is RESPECT. Respect for self, staff, peers, and property is an essential component of any school culture and climate. If the Heritage High School Community keeps this in mind the entire school will benefit.

Student Expectations:

Students at Heritage High School will:

1. Most importantly, follow the "Golden Rule" treating others as you would like to be treated.
2. Be responsible for knowing and adhering to all school rules.
3. Remain on campus during the entire school day, unless excused in advance by a parent/guardian through the attendance office via a town pass. This includes remaining on campus during lunch and Patriot Plus.
4. Be on time, in class, and prepared to work when the tardy bell rings.
5. Not disrupt the learning environment of any classroom on campus.
6. Possess a hall pass when not in class during class time; this includes TAs and Peer Tutors.
7. Use electronic devices and social media in a positive manner when allowed.
8. Not be under the influence, possess, or use any substances prohibited on school campuses.
9. Not engage in verbal or physical fights.
10. Clean up after themselves and help maintain a clean school campus.
11. Report, to a trusted adult at Heritage, any safety concern that would compromise campus, student, or staff safety knowing that administration will make every effort to maintain confidentiality and anonymity in reporting.

Category 1: Offense on which the Principal is REQUIRED to recommend EXPULSION, without exception (Education Code 48915 C) and if the offense occurred at school or at a school activity.

Offense	First Offense	Second Offense	Third Offense
1. Possessing/selling/furnishing a firearm at school or at a school activity.	5 day suspension. Police report. Expulsion Recommendation		
2. Brandishing a knife at another student.	5 day suspension. Police report. Expulsion Recommendation		
3. Unlawfully selling a controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code.	5 day suspension. Police report. Expulsion Recommendation		
4. Committing/attempting to commit a sexual assault/battery as defined in EC 48900(n).	5 day suspension. Police report. Expulsion Recommendation		
5. Possessing any explosive device.	5 day suspension. Police report. Expulsion Recommendation.		

Students in category 2, 3, 4, or 5 will be placed on a 20-day activity suspension for the 1st suspension, a 30-day activity suspension for the 2nd suspension, a 45-day activity suspension for a 3rd suspension, and for the remainder of the school year for the 4th suspension. All activity suspensions will be school days, excluding weekends, holidays, and school breaks.

<u>Category 2:</u> Offenses on which the Principal is REQUIRED to recommend EXPULSION, unless Principal makes an exception (Education Code 48915a)

Offense	First Offense	Second Offense	Third Offense
1. Caused **serious** physical injury to another person, except in self-defense.	5 day suspension. Police report. Possible Expulsion Recommendation[%]		
2. Possessed any knife or other dangerous object of no reasonable use to the student.	5 day suspension. Police report. Possible Expulsion Recommendation[%]		
3. Unlawful possession of any controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code except for the first offense for the possession of not more than one avoirdupois(measurement) ounce of marijuana, other than concentrated cannabis.	5 day suspension. Police report. Possible Expulsion Recommendation[%]		
4. Robbery or extortion.	5 day suspension. Police report. Possible Expulsion Recommendation[%]		
5. Assault or battery, as defined by Sections 240 and 242 of the Penal Code upon any school employee.	5 day suspension. Police report. Possible Expulsion Recommendation[%]		

Category 3: Offenses which may result in a recommendation by the Principal for expulsion (Education Code 48900.2, 48900.3, 48900.4, 48900.7).

Administrator has latitude to impose penalty based upon individual circumstances.

Offense	First Offense	Second Offense	Third Offense
.2- Committed sexual harassment as defined by EC 212.5.	Other means of correction[#] Refer to sexual harassment policy	1-3 day suspension[*] Possible involuntary transfer recommendation	5 day suspension[*] Expulsion recommendation
.3- Caused/attempted to cause/threatened to cause or participated in an act of hate violence as defined by EC 67380.	Other means of correction[#] Possible involuntary transfer	3-5 day suspension[*] Involuntary transfer recommendation Police notification	5 day suspension[*] Expulsion recommendation
.4- Engaged in harassment/threats/intimidation against student(s) which disrupted classwork, created substantial disorder, invaded rights of student(s) by creating an intimidating or hostile environment.	Other means of correction[#] Possible involuntary transfer	3-5 day suspension[*] Involuntary transfer recommendation	5 day suspension[*] Expulsion recommendation
.7- Made terrorist threats against school officials or school property, or both.	Other means of correction[#] Police Report, Involuntary or Expulsion recommendation	5 day suspension[*]	

#May be suspended upon first offense *if the principal determines that the student's presence causes a danger to persons*. (EC 48900.5); otherwise, student must be offered [documented] other means
[other than suspension] of correction which include, but are not limited to: a parent/student conference; referral to school counselor, SST, restorative justice session…

*****If student is being suspended due to a repeated offense, during informal conference, Principal or Assistant Principal must inform the student and parent the other means of correction that were
attempted before the suspension.

Category 4: Offenses on which a student may be suspended, transferred to the District Alternative/Continuation School, or incur revocation of inter-district permit on the first occurrence of any offense. Alternative means of corrections should be considered prior to suspension such as community service, detention, or on-campus suspension. Parents will be notified after each offense. Behavioral infractions are cumulative during the duration of high school. Administrator has latitude to impose penalty based upon individual circumstances.

Offense	First Offense	Second Offense	Third Offense
a.(1) Caused, attempted to cause, or threatened to cause physical injury to another person (Assault)(Mutual Combat)	1-3 day on/off campus suspension	3-5 day on/off campus suspension Possible involuntary transfer	5 day suspension Possible Involuntary or Expulsion recommendation
a.(2) Willfully used force or violence upon the person of another, except in self-defense. (Battery)	3 day suspension	3-5 day suspension Possible involuntary transfer	5 day suspension Possible expulsion recommendation
b. Possessed/sold/furnished any firearm/knife/explosive/dangerous object. (Does not meet EC 48915 criteria)	1-3 day on or off campus suspension Possible Police report	3-5 day suspension Police report Possible involuntary transfer recommendation	5 day suspension Police report Possible expulsion recommendation
c. Possessed/used/sold/furnished or been under influence of any controlled substance/alcoholic beverage/intoxicant.(does not meet EC 48915 criteria)	1-3 day suspension Police report	5 day suspension Police report Possible Involuntary transfer recommendation	5 day suspension Police report Possible Involuntary transfer recommendation.
d Offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. (does not meet EC 48915 criteria)	1 – 3 day suspension Police report	5 day suspension Police report Possible Involuntary transfer recommendation	5 day suspension Police Report Possible Involuntary or Expulsion recommendation
e. Committed or attempted to commit robbery or extortion.	1-3 day on/off campus suspension Police report	5 day suspension Police report Involuntary transfer recommendation	5 day suspension Police report Expulsion recommendation
f. Caused/attempted to cause damage to school/private property. #*	Other means of correction# Restitution Possible Police report	5 day suspension on/off campus* Restitution Police report Involuntary transfer recommendation	5 day suspension* Restitution Police report Expulsion recommendation
g. Stole/attempted to steal school/private property. *#	Other means of correction# Police report	5 day suspension* Police report Possible Involuntary transfer recommendation	5 day suspension* Police report Involuntary transfer or Expulsion recommendation
h. Possessed/used tobacco/other nicotine product. *#	Warning# Discretion of site administrator Possible referral to Counseling	1-3 day on or off campus suspension* Possible referral to counseling	3-5 day suspension*
i.(1) Committed obscene act or engaged in habitual profanity/vulgarity. (Non-directed) *#	Warning# Discretion of site administrator	Detention Assigned*	1 – 3 day on/off campus suspension*
i.(2) Committed obscene act or engaged in habitual profanity/vulgarity. (Directed-Student) *#	1-3 day on/off campus suspension#	3-5 day on/off campus suspension*	5 day suspension* Involuntary transfer recommendation

j. Unlawfully possessed/offered/arranged/ negotiated to sell any drug paraphernalia. *#	Other means of correction# Possible Police notification	2-3 day on or off campus suspension* Police report	5 day suspension* Police report Involuntary transfer recommendation
k. Disrupted school activities/defied valid authority.	Other means of correction#	1-3 day on or off campus suspension*	3-5 day on or off campus suspension*
l. Knowingly received stolen school property or private property. *#	Other means of correction# Possible Police report	3—5 day on/off campus suspension* Police report	5 day suspension* Police report Involuntary recommendation
m. Possessed an imitation firearm. *#	Other means of correction# Possible Police report	3 - 5 day on/off campus suspension* Police report Involuntary transfer recommendation	5 day suspension* Police report Expulsion recommendation
n. Committed/attempted to commit a sexual assault as defined in Penal Code 261, 266C, 288, 288a or 289 or committed a sexual battery as defined by Penal Code 243,4.(does not meet EC 48915 criteria) *#	Mandatory Expulsion Referral		
o. Harassed, threatened or intimidated a student to prevent/retaliate for being a witness in a school disciplinary hearing. *#	Other means of correction#	3 – 5 day suspension* Police report Involuntary transfer recommendation	5 day suspension* Police report Expulsion recommendation
p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA. *#	1 – 3 day suspension# Police report	5 day suspension* Police report Possible Involuntary transfer recommendation	5 day suspension* Police report Possible Involuntary or Expulsion recommendation
q. Engaged in, or attempted to engage in, hazing. *#	1-3 days on/off campus suspension#	3-5 days off campus suspension*	5 day suspension* Possible involuntary transfer
r. Engaged in the act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel. *#	1-3 days on/off campus suspension#	3-5 days off campus suspension*	5 day suspension* Possible involuntary transfer
t. Aid or abet the infliction or attempted infliction of physical injury. *#	1-3 days on/off campus suspension#	3-5 days off campus suspension*	5 day suspension* Possible involuntary transfer

#May be suspended upon first offense *if the principal determines that the student's presence causes a danger to persons*. (EC 48900.5); otherwise, student must be offered [documented] other means
[other than suspension] of correction which include, but are not limited to: a parent/student conference; referral to school counselor, SST, restorative justice session…

***** If student is being suspended due to repeated offense, during informal conference, Principal or Assistant Principal must inform the student and parent the other means of correction that were attempted before the suspension.

Category 5: Offenses which are not usually punishable by a school suspension on the first offense. Second and Third offenses are 48900k violations. Other disciplinary actions may be taken, such as community service, in lieu of detention and/or on-campus suspensions.

Administrator has latitude to impose penalty based upon individual circumstances.

Offense	First Offense	Second Offense	Third Offense
Verbal Provocation	Warning Possible non-harassment contract	1 day on/off campus suspension	2-3 day off campus suspension
Forgery or Falsification of school/parent documents	Warning	1 day on-campus suspension	2-3 day off campus suspension
Use of pager, cell phone, listening/recording device, electronic device during instructional time	Confiscate Return to student at end of day	Detention Confiscate Parent pick-up	1 day on-campus suspension Confiscate Future violations will result in 1-5 days suspension.
Bicycles/skateboards ridden on campus	Warning and confiscation of item for rest of day.	Detention, parent picks up item	1 day on-campus suspension item banned from use.
Dress code violation	Warning and clothing item changed	Detention. Clothing item changed.	1-2 day on/off campus suspension.
Gambling for profit or gain	Warning	1-2 day on-campus suspension	3-5 day on-campus suspension
Display of gang related or affiliated symbols	Warning, Confiscate Parent conference Possible police notification	1-3 day on/off campus suspension Possible police notification	5 day off campus suspension Police report Possible involuntary transfer
Cheating	Parent/teacher contact Teacher detention	1 day class on-campus suspension Parent/teacher contact	2-3 day suspension Zero on assignment Parent Contact (Fourth Offense - WF)
I.D. card failure to wear, carry, or present upon request	Warning	Detention	Detention Future violations may result in 1-5 days suspension
Off campus/Out of bounds area	1 day on/off-campus suspension Warning, Possible detention	2-3 days on/off campus suspension	3-5 days on/off campus suspension
Unsafe behavior-running, throwing objects, horseplay, spitting	Warning Possible detention	1 day on-campus suspension	2-3 day suspension
Displaying inappropriate affection	Warning	Possible detention	1 day on-campus suspension
Harassment (does not meet EC 48900.3 criteria)	Warning Possible non-harassment contract	1-3 days on or off campus suspension Possible non-harassment contract	3-5 days off campus suspension Possible involuntary transfer
E-cigarettes	Warning Confiscate, return to parent	Warning Confiscate, return to parent	1 -2 day on campus suspension

ACADEMIC RECOGNITION

Honor Roll

Students achieving honor roll will receive a certificate of recognition in the fall based on prior spring semester GPA and in the spring based on prior fall semester GPA. To qualify for Honor Roll, a student must receive no current grade below a C and have a grade point average of 3.25 or better.

Honor Roll assemblies are held once a year to recognize outstanding achievement for all students who earned awards including Block H Academic Letter, Academic Star Pin, or Lamp of Knowledge Pin. Seniors earning a Block H letter, Academic Star Pin or Lamp of Knowledge Pin in the fall semester of their senior year will be recognized in the spring at Senior Awards Night.

Levels of Honor Roll Achievement:

Honor Roll (GPA 3.25-3.69)
Principal's Honor Roll (GPA 3.70-3.99)
Patriot Honor Roll (GPA 4.0 or above)

Block H Academic Letter Purpose, Eligibility and Award Levels

Purpose: To give all students an opportunity to earn an academic Block "H" letter or pin because of high academic achievement.

Eligibility: Student must attain a GPA of at least 3.70 for the semester to count toward earning an academic letter or academic pin (Principal's or Patriot Honor Roll).

4th Semester (of 3.70 or better) = Block H
5th Semester (of 3.70 or better) = Academic Star Pin
6th Semester (of 3.70 or better) = Academic Star Pin
7th Semester (of 3.70 or better) = Lamp of Knowledge Pin

Students should calculate their semester GPA on a scale as follows:
Regular Classes: A=4, B=3, C=2, D=1, F=0
AP Classes: A=5, B=4, C=3, D=1, F=0

To calculate student GPA, add up all grade points earned for the semester and divide by the total number of classes enrolled.

REQUIREMENTS TO QUALIFY FOR VALEDICTORIAN AND SALUTATORIAN AT HERITAGE HIGH SCHOOL

Basis for selection of Valedictorian and Salutatorian

- Highest grade point average obtained in graduating class at the end of the 1st semester of senior year, including 5-point weight for AP level courses
- Meet graduation requirements as prescribed by the Board of Education of the Liberty Union High School District.
- Attend an accredited high school for four complete years. Student must be enrolled in all college prep or honor classes for four complete years.
- Student must be a senior and have completed at least 50% (2 school years) of the course work used for the cumulative GPA calculation in the Liberty High School District and at least 25% (1 school -year) at the school where the student seeks to be recognized.
- The cutoff date for the preliminary determination of this recognition will be the end of the second week of the spring semester senior year after first semester grades are finalized. This means that the calculation will be based on official transcript grades for the first seven (7) semesters of high school.
- On track to accumulate a minimum total of 270 credits in four complete school years except as may be waived for a transfer student. A minimum of 120 credits must be completed at HHS.
- Courses and credits earned outside the curriculum of high school of attendance may not be used to lower or raise a grade point average. Staff Assistant, Student Leadership and Academy Internship are within the curriculum of Heritage High School.
- When repeating a subject to improve a grade, the lower grade will be used to compete for these honors.
- At the discretion of the principal, each candidate must possess a minimum of satisfactory in citizenship with no disciplinary infractions resulting in suspension.

Procedures for Selection:

- For each student, divide the total grade points by the total credit attempted.
- Data tech will report the GPA of top ten students to the Principal.
- Per board policy, the principal names the valedictorian and salutatorian.

ACADEMIC ORGANIZATIONS

CSF (California Scholarship Federation) is a community service academic club. Lifetime and 100% membership may be earned and receive recognition during graduation. Applications are required. See Ms. Perry in A111 for details and application dates.

NHS (National Honor Society) is a community service and academic club. Students who have a GPA of 3.0 and are in the 10th, 11th or 12th grade are eligible to apply. Students can receive recognition during graduation. See Ms. Lynch in room C109.

ACADEMY PROGRAMS

In your sophomore year, you will be provided information about our career programs. During grades 10-12 you will have the opportunity to participate in one of our four career academies:

- Arts and Entrepreneurial Academy
- Health Academy
- Technology Academy
- Public Services Academy

As you plan your Upper-level studies, your counselor will discuss your interests and help you identify which program best suits your educational needs and personal goals. See the HHS website for more details.

ARTIFICIAL INTELLIGENCE

Artificial Intelligence or AI is intelligence demonstrated by computers, as opposed to human intelligence. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher is strictly prohibited. The use of AI for these purposes is considered cheating or plagiarism. To ensure academic integrity, tests, assignments, projects, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software. Any instances of plagiarism or cheating will be decided at the teacher's discretion (i.e. zero on assignment, opportunity to re-do the assignment, referral to AP etc.).

ATHLETICS

Eligibility:

In order to be eligible for athletics, a student must maintain a minimum un-weighted grade point average (GPA) of 2.0 on the 4.0 point scale. All students in an 8-period A/B block-schedule program must be passing at least five (5) classes and have no more than one (1) F grade. A student taking eight (8) or more classes may have two (2) F grades if at least six (6) classes are being passed.

A student not meeting the eligibility standard is ineligible **until the next Date of Determination**. Progress Reports and other intermediate grade checks have no bearing on a student's eligibility.

Eligibility for practice and game days:

a. Students must attend a minimum of two (2) classes, except for a doctor or dental excused absence.
b. Student must dress for physical education.
c. Students must not be in In-School Detention or on campus suspension.

Academic Probation:

Per LUHSD policy, a student may receive academic probation if their previous grade report was no less than a 1.75 GPA, and the student adheres to the provisions in their probation contract. Students can receive academic probation no more than once per year.

Sports Programs:

Athletic Director – TBD

Fall Sports	**Winter Sports**	**Spring Sports**
Cross Country Football	Boys' Basketball	Baseball
Girls' Tennis	Girls' Basketball	Boys' Golf
Girls' Volleyball	Boys' Soccer	Softball
Boys' Water Polo	Girls' Soccer	Swimming & Diving
Girls' Water Polo	Wrestling	Boys' Tennis
Girls' Golf		Track
Traditional Competitive Cheer		Boys' Volleyball
Girls' Flag Football		Stunt Cheer

ATTENDANCE

To be successful in school, you must attend each of your classes daily. If you are going to be absent from school, your parent must call or email the Attendance Office and state the reason for your absence.

If late to school, you must get an admit slip from the attendance office, even during passing periods or lunch.

All absences must be cleared within **seventy-two (72)** hours from the date of absence. If clearance is not obtained within this time period, the absence will be recorded as a **TRUANCY** and **make-up privileges for work missed may be denied. See action taken for truancies on page 37.**

The only valid excuses for your absence from school according to California law C.C.R. Title 5 Section 420 are the following:

1. Illness or quarantine
2. Mental or behavioral health
3. Medical or dental appointments of an emergency nature
4. Attendance to funeral services for a member of your immediate family
5. Court appearance or suspension
6. Exclusion, for up to 5 days, to obtain immunizations
7. Exclusion, for up to 4 hours/semester in order to participate in religious instruction or exercises [E.C. 46014(d)]

All other absences are unexcused. There are no provisions for "permitted absences."

Leaving campus during the school day:

Students must have a note, phone call, or e-mail from a parent or guardian and a town pass (Permit to Leave Campus) before leaving early from campus. If a student does not obtain prior permission from a parent or guardian before leaving campus, the absence will be marked as truant and other disciplinary consequences may be assigned. Upon returning from the appointment, students must check in with the attendance office with doctor's office validation. *Students may not leave campus for the sole purpose of off-campus lunch or missing Patriot Plus*.

Your absences are recorded daily and are reported on progress reports and report cards throughout the year. Uncleared absences are referred to an Assistant Principal for appropriate disciplinary action.

Co-Curricular Activity Absences:

You must give your teachers 24-hour notification if you are going to be absent due to field trips, performing arts, academic competitions, athletic performances, and student government-related events.

Home and Hospital Teaching:

Home instruction is extended to students who will be absent in excess of three (3) weeks for long-term illness. This instruction is limited in scope. A written request accompanied by a physician's report must be submitted to the students SLC office.

Homework Request:

Parents should e-mail their student's teacher for Homework Requests. You can find teacher e-mail address at **www.luhsd.net/heritage.** If you need additional help please contact your student's SLC office.

CLOSED CAMPUS

Heritage High School is a **CLOSED CAMPUS** which means that students are expected to remain on the campus throughout the entire school day unless the student has obtained written permission (town pass) from the Attendance Office to leave. Students leaving campus for internships or with a permit to leave must show student I.D. and town pass to school personnel upon request. Food delivery is highly discouraged as this is a safety concern. If food delivery is required, only a parent or guardian may bring to the main administration building. Food delivery services are **not** permitted and will be turned away at the expense of the person who ordered, and a consequence may be assigned to the student.

BICYCLES

Facilities have been placed on the Heritage campus next to the Student Parking Lot for you to lock your bike. Though these areas are frequently monitored, thefts and vandalism do sometimes occur. HHS and LUHS District are not responsible if your bike or parts of your bike are stolen. It is recommended that you protect your property as well as possible with a heavy chain. If you ever see anybody tampering with your bike or someone else's, report it **immediately** to your SLC office.

BULLYING

Bullying of any kind, including cyberbullying, is not acceptable and will not be tolerated. If a student is being bullied or has knowledge of bullying, students are to report the information to their SLC Assistant Principal or any member of the Heritage staff. If a student is found to have engaged in any kind of bullying, severe consequences will be administered, including, but not limited to, suspension and expulsion (Ed. Code 48900(r) and Ed. Code 32261(r)).

BUS TRANSPORTATION

If you qualify for district bus transportation to and from school, you must closely follow all rules and regulations when you enter, ride and leave the bus. If you ride a bus, you must realize this service is a privilege. Your bus driver is responsible for the welfare and safety of many people. **BEHAVIOR THAT IS RUDE, IMMATURE, AND DISTRACTING WILL NOT BE TOLERATED, BESIDES LOSING THE RIGHT TO RIDE DISTRICT TRANSPORTATION; YOU WILL FACE DISCIPLINARY MEASURES AND PAY RESTITUTION FOR ANY VANDALISM OR DAMAGE TO SCHOOL PROPERTY**. While waiting for the bus after school, line up in an orderly manner and stay behind the yellow painted zone until the bus has stopped. Contact the Transportation Department at 634-2700 for further information.

CLUBS & ORGANIZATIONS

Heritage High School offers a variety of clubs and organizations in which students are encouraged to participate, including: California Scholarship Federation, National Honor Society, Interact, Latinos Unidos, BSU, and many more. Refer to the HHS website for a complete list of clubs and organizations. Students interested in starting a new club need to contact the Student Activities Director for details about the rules and regulations for new club formation in room ES101.

In order to be eligible for any extra/co-curricular activity, a student must maintain a minimum unweighted grade point average of 2.0. The eligibility standard applies to all extra/co-curricular activities and revocation of student participation is at the discretion of administration.

COLLEGE and CAREER CENTER

The goal of the College and Career Center at Heritage is to serve each student with increased self-awareness, information, resources, and skills to meet his/her college and/or career needs. The College and Career Center is open to help achieve this goal. The College and Career Center is located on the second floor of the library. Contact: Mr. Gomar x6097.

Services: Career exploration, post high school training information, career interest/aptitude testing, resume information, college/industry visitation program, lunchtime career activities, work permits, career calendar of events, college entrance exam information, and scholarship information.

COMPUTER USE

Every student who attends Heritage High School is asked to sign a "Computer Use Agreement" form with parental consent. Computer use is restricted to software and Internet access approved by site personnel for school use. Misuse of any available equipment, software, or Internet access represents a violation of that agreement and will result in the withdrawal of technology access.

Accessing of confidential student records by students may represent a violation of federal/state law and result in prosecution and/or expulsion from Heritage High School.

Typical consequence will be the following: 1st offense – access privilege revoked for 2 weeks; 2nd offense - access privilege revoked for 4 weeks; 3rd offense – access privilege revoked for the remainder of the school year.

COUNSELING

Each student is assigned to a counselor; counselors are available, by appointment, to help students with academic success, educational planning, career exploration, and personal concerns. Students may visit their SLC Office before school, during lunch, or after school to make an appointment with their counselor. Parents may schedule an appointment with their student's counselor by calling their student's counselor at 925-634-0037.

DANCES

School dances provide part of the social activities during the school year. Times and dates are published in advance. The District Behavior Code applies to your actions and dress. You must present your student body/I.D. card before being allowed to purchase a ticket and enter the dance. **YOU MAY NOT LEAVE A DANCE AND RETURN.** You will not be admitted to a dance more than 90 minutes after the dance starts. Students who wish to bring a guest must follow the bid regulations for designated dances only. A guest pass must be requested from the SLC Office and returned a week prior to the last day of ticket sells**. Guest must provide a picture ID attached to guest bid before it will be approved.**

"A*dministration reserves the discretionary right to deny admission to a dance to any student whose attendance, behavior, and/or academic performance does not meet school expectations, or whose presence may lead to disruption."*

DISTRICT GUIDELINES FOR STUDENT DANCES

Attendance by non-students

Non-students will not be allowed to attend school dances unless a guest bid is obtained.

Senior Ball: Age limit is 21

Junior Prom: Age limit is 20

Regular dances, such as an after-game dance, guest passes are not issued.

Theme Dances are site specific such as: Winter Ball, Homecoming or any semi-formal dance. Schools **MAY** decide to issue guest passes for theme dances. The age limit for theme dances in which guest passes are allowed will be **19**. *(Must be 14-19 years old/Middle School Students are not permitted to attend).*

"Administration reserves the discretionary right to deny admission to a dance to any student whose attendance, behavior, and/or academic performance does not meet school expectations or whose presence may lead to disruption."

Locations

Regular Dances: Must be held on Campus

Theme Dances: Must be held on Campus

Junior Prom: Must be on campus or within the Liberty Union High School District's boundaries with principal's approval.

Senior Ball: San Francisco is the farthest destination. Locations closer to the District are encouraged.

Non-Participation

Students become INELIGIBLE TO ATTEND school dances for a quarter if in the previous quarter any of the following apply: **1)** GPA below 1.5 or more than one F; **2)** Multiple or severe disciplinary infractions in the monitored quarter. **3)** Students who have not completed their assigned discipline (Lunch Detention, Thursday School, etc.) from **any** previous quarter.

DRESS CODE

Students are expected to attend school in clothing that does not disrupt the educational process. The following guidelines are intended to define appropriate student attire and personal grooming. The purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances among the other students in attendance, and minimize student distraction so as not to interfere with the educational process. It is also intended to help protect the health, safety, and welfare of all students. If, for medical reasons, a student requires exemption from any rule, parents should immediately request an exemption from the administration.

A student who wears inappropriate clothing to school will be asked to change into appropriate attire before returning to classes. Further defiance of the dress code will result in progressive disciplinary action. When class time is missed to resolve such a problem, a student may be given an unexcused absence and receive appropriate consequences. California courts support reasonable, clear school regulations governing the appearance of students. **The decision concerning appropriateness of dress remains with the administration.**

Avoidance of distracting influences is key to an appropriate appearance. Any apparel, hairstyle, cosmetic, jewelry, or piercing, even if not specifically mentioned, which creates a safety concern or detracts from the educational process is prohibited.do

The following guidelines shall apply to all regular school activities:

- All clothing shall be within the bounds of decency and good taste.
- Students shall practice acceptable hygiene.
- T-shirts or tank tops with extended armholes that expose the chest or undergarments are prohibited.
- Garments, including pants, shall be sufficient to conceal underclothes.
- Shirts and shoes are required at all times.
- No bare midriffs, halter tops, strapless garments, low cut or sheer tops are allowed.
- No "off-the-shoulder" garments are to be worn.

- No short-shorts (minimum 3" inseam), skirts and dress hems must be finger-tip length.
- All dresses and tops must have 1" straps.
- Inappropriate lettering, printing, message patches or messages on skin, clothing, jewelry, or backpacks are prohibited. These include any references to drugs, alcohol, sex, tobacco, racial slurs, profanity, swastikas, confederate flag, or any disparaging remarks. Exception to rule, religious or medical reason. (Administration approval needed)
- Hats, hoods, doo-rags, scarves, and beanies are not to be worn in classrooms/instructional areas.
- Wearing of any gang symbols such as handkerchiefs, suspenders, belts, shoestrings, shoes, jewelry, jackets, backpacks socks, hats, tattoo's or devices associated with group intimidation or gang affiliation is strictly prohibited.
- Long pocket/wallet chains are prohibited.
- Students must follow the correct dress code attire for Physical Education which includes regulation tee shirt and shorts, appropriate shoes and prohibits the wearing of any jewelry.

Details for Some Dress Code Rules:

1. **Hats** – hats may be worn outside only. They should be removed while indoors.
   - Justification – removal of hats indoors enhances the educational environment and portrays an element of respect.
2. **Bandanas** – no bandanas of any color may be worn on any part of the body. They cannot be hanging out of a pocket or wrapped around clothes.
   - Justification – Bandanas of any color can be associated with gang affiliation which can be a disruption to school and a safety concern
3. **Scarves/Headbands –** scarves/headbands can serve as a method of hair control. They may not cover the entire head and they must be of a silk-type material to distinguish them from bandanas.
4. **Wave-caps/Doo-Rags** – are permissible outdoors only and must be removed indoors.
   - Justification –Head coverings should be removed indoors as a sign of respect for the learning environment.
5. **Colored Clothes** – Clothes that are predominantly red or blue (i.e., shoes, shirt, hat, bandana', scarves, etc.) are not permitted if the student has a past discipline record involving gang or suspected gang activity, or if the student associates with other students that wear similar colored clothing. In extreme cases, the student will not be allowed to wear the color at all. These items can be associated with gang affiliation. **Any group of students that all wear the same colored clothing on a regular basis may be required to stop if their activity becomes disruptive.**
6. **Revealing clothing –** Clothes that show too much skin based on discretion of the administrator are not allowed. This could be undergarments, low-cut blouses, torn jeans, etc.
7. **Jewelry –** jewelry cannot be disruptive to the learning environment. Teeth grills are not allowed.

Consequences for dress code violations are as follows (with administrator discretion) PER YEAR:

a. 1st Offense = Warning, item confiscated and/or student asked to change. Clothing returned at end of the day.

b. 2nd Offense = Parent must bring change of clothes or student will remain in AAC. Detention for 30 min. (Any second offense for a possible gang affiliation violation will be recorded as "Gang Related Activity".)

c. 3rd Offense = Parent must bring change of clothes or student will remain in AAC. Detention for 1 hour assigned. (If a 3rd gang related violation, student is suspended for 1 day and reported to SRO.)

d. 4th Offense = Parent must bring change of clothes or student will remain in AAC. Friday School assigned. (If a 4th gang related violation, student is suspended for 1 day and reported to SRO.)

e. 5th Offense = Student is assigned to the Alternative Attendance Center for 1 day. (If 5th gang related violation, student is suspended for 3 days, reported to SRO, and procedure for possible involuntary transfer or expulsion is discussed with principal.)

f. 6th + offense Out of School Suspension or other appropriate consequences including removal from HHS.

ELECTRONIC DEVICES

Per board policy 5131.8, students may use smart phones or other mobile communication devices on campus during **non-instructional time** as long as the device is utilized in accordance with law and any applicable school rules. Mobile communication devices shall be turned off during non-instructional time. (Education Code 48901.5, 48901.7). When a student uses a mobile communication device in an unauthorized manner while at school, the student may be disciplined and a district employee may confiscate the device.

1. Phones/Ipods/Earbuds/Headphones, etc. can be **used before and after school, and at lunch while outside of the classroom. They are not to be out during classroom instructional periods and are subject to confiscation.**
2. Phones, Ipods, Earbuds, Headphones, Watches, Smart Glasses, etc. must be turned off and out of sight upon entering a building. Any phone/device used, or any disruption of class caused by a call being received during class or school activity time, subjects the device, etc. to confiscation. Devices must be off and put away while in the classroom.
3. Smartphones and other mobile communication devices shall not be used in a manner that infringes on the privacy rights of any other person, no recording without permission
4. Recording/photographing anyone on campus or in class without permission is prohibited.

No devices with external speakers (boom boxes, boom boxes built into backpacks, etc) will be allowed on campus without prior special permission. **We strongly recommend that you leave all of these devices at home unless necessary. The district is not responsible or liable for any loss, damage, or theft of any of these devices.**

Consequences for electronic device violations are as follows (with administrator discretion) PER YEAR:

1st Offense – Item confiscated. Student warned and can pick it up after school that day.

2nd Offense – Item confiscated. Student issued 30 min. detention. Item must be picked up by parent/guardian.

3rd Offense – Item confiscated. Student issued 1-hour detention. Item must be picked up by parent/guardian.

4th Offense – Item confiscated. Student issued Thursday School. Item must be picked up by parent/guardian.

EMERGENCY PROCEDURES

Serious emergencies may occur at any time. It is your responsibility to follow the instructions of teachers and administrators exactly. The biggest problem in any potentially dangerous situation is panic and not knowing what to do. It is the school's responsibility to tell you the safest way to handle the problem and instructions will be given through your classroom teacher or the public address system. At various times during the school year, emergency drills will be conducted to review procedures and safety exits from your classroom to outside areas.

FOOD SERVICES

Nutritious, high-quality meals are served at school each day in the school cafeteria. If you qualify, you may receive lunch at a reduced rate or no cost. You may pick up an application for free or reduced-priced meals from the Attendance Office or the Cafeteria Office. Tickets for free and reduced-price meals are issued in the school cafeteria. Food may be eaten only in designated areas**. Eating and drinking are not allowed in the library, theater, offices, gymnasium, or classrooms.** Misconduct in the cafeteria may result in disciplinary action and loss of cafeteria privileges. Students are not allowed to sell food items brought from off campus without prior approval from administration. Food delivery is highly discouraged as this is a safety concern. If food delivery is required, only a parent or guardian may bring to the main administration building. Food delivery services are not permitted and will be turned away at the expense of the person who ordered, and a consequence may be assigned to the student. Consequences are as follows for food delivery:
1st Offense: Warning from AP, call home
2nd Offense: Hold food delivery (parent can pick it up), lunch detention, call home
3rd Offense: Hold food delivery (parent can pick it up), 1 hour after school detention, call home

GRADUATION: MID-YEAR

Students wishing to graduate mid-year must apply by May 1 the previous school year. Mid-year graduates are **NOT eligible** to participate in typical "senior class activities" during second semester, including but not limited to Senior Ball, Senior Trip, Senior Breakfast. Mid-year graduates are eligible to participate in Commencement.

GRADUATION AND COLLEGE ADMISSIONS REQUIREMENTS:

- **Total Credits Required**

  2026-27 = 260 credits (10 less elective credit reduction)
  2027-28 = 250 credits (10 less elective credit reduction)

Subject Requirements

- ENGLISH – 40 Credits
  (Including English 9, 10, 11 and 12)
- HISTORY – 30 Credits
  Including:
  1. World History (10 credits)
  2. U.S. History (10 credits)
  3. American Government (5 credits)
  4. Economics (5 credits)
- MATH - 30 Credits
  Including:
  1. Algebra 1 (10 credits)
  2. Geometry (10 credits)
- SCIENCE – 20 Credits
  Including:
  1. Physical Science (10 credits)
  2. Life Science (10 credits)
- VISUAL, PERFORMING ARTS OR FOREIGN LANGUAGE
  -10 Credits
- PHYSICAL EDUCATION- 20 Credits (including P.E. 9 and P.E. 10)
- HEALTH- 5 credits
- ELECTIVES – 115 Credits

Additional Requirements

- Complete 15 hours of Community Service (during Senior year)

Community College Credits

Students may choose to enroll in a community college course with prior approval from your students' counselor. Community college coursework may be transferred for elective credits and/or credit for some standards-based courses. For a list of which standards-based courses can be taken or re-taken at the community college for high school credit, please contact your students' counselor. Transfer credit: 1 college unit = 3.3 high school credits. A maximum of 50 high school credits can be accepted. College courses should not be taken during the school day or used to replace courses that Heritage offers on campus.

UC – CSU Comparison of Minimum Eligibility Requirements

Subject Requirements	University of California	California State University
a- History/ Social Science	**2 years** of history/social science, including one year of U.S. history **or** one semester of U.S. history and one semester of American government, AND	
	1 year of world history, cultures and geography from the "a" subject area	**1 year** of history/social science from either of the "a" or "g" subject area
b- English	**4 years** (including no more than one year of Adv. ESL/ELD courses); *ESL/ELD course cannot be completed during senior year*	**4 years** (including no more than one year of Adv. ESL/ELD courses)
c- Mathematics	**3 years** (including Algebra 1, Geometry, and Algebra 2); ***4 years recommended;*** *able to use coursework from 7th & 8th grade*	
d- Laboratory Science	**2 years**, of laboratory science, including at least two of the three foundational subjects of biology, chemistry, and physics.	
	Both courses must be from the "d" subject area: **3 years recommended**	Best to prepare by completing two lab courses from the "d" subject area (1 physical & 1 biological)
e- Language Other Than English	**2 years** in the SAME language **or** the equivalent to the 2nd level high school course; *able to use coursework from 7th & 8th grade*	
	3 years recommended	
f- Visual and Performing Arts	**1 yearlong course** in visual and performing arts (selected from dance, music, theatre/drama and visual arts)	
g- College Prep Elective	**1 year** of an elective chosen from any course on the "a-g" course list, EXCEPT for those indicated as not fulfilling the "g" requirement	
Testing Requirements	**SAT Reasoning or ACT** *The ACT Plus Writing or the SAT Reasoning Test is required for UC applicants. *must take SAT with essay *UC uses the highest composite score from a single sitting of the ACT Plus Writing or total score from the SAT Reasoning Test. *Some campuses may recommend SAT Subject Tests for specific majors.	**SAT Reasoning or ACT** *CSU combines best critical reading and math scores from multiple sittings of the SAT; may combine best sub scores from multiple ACT tests to calculate a best composite. *Test required for CSU applicants, to non-impacted campuses, who have earned an "a-g" GPA of less than 3.0; *ACT/SAT test also required for impacted campuses & programs

- It is best to prepare for both the UC and CSU by completing two laboratory courses from the "d" subject area.
- ***Students must earn grades of C or better in all "a-g" subject requirements**

GPA: GPA is calculated using only "a-g" approved courses taken after the 9th grade. Although grades from 9th grade are not factored into the eligibility GPA, grades lower than a C in "a-g" courses taken during the 9th grade (i.e., English 1, Algebra 1, etc.) will not count towards satisfying the "a-g" requirements (and in most cases, will need to be repeated).

---- Minimum GPA for UC eligibility = 3. 0--- Minimum GPA for CSU Eligibility Index: http://www.csumentor.edu/planning/highschool/calresidents.asp

Dropping a Course: (BP 5121)
A student/parent who drops a course not required for graduation during the first three weeks of the grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first three weeks of the grading period shall receive a W/F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Before a class change will be considered after the first three weeks of the grading period, the following process must be followed:
Step 1: Student/Teacher conference to address concerns
Step 2: Parent/Teacher conference to address concerns
Step 3: Assistant Principal/Student/Teacher conference to address concerns

Advanced Placement Classes
Course level changes may be done up until the first nine weeks of the semester and should be considered within the first 3 weeks of school. If a student opts to drop an AP class ***after*** the first-grade reporting period has passed, student must finish out the quarter with the same class and enroll in the non-AP course without a W/F in that quarter.

Repeated Courses: The best grade will be used in the GPA calculation. University of California: A course not completed with a grade of C or better can be repeated only once.

Honors Points: A maximum of 8 extra grade points awarded for approved honors or AP courses and transferable community college courses. No more than two yearlong courses taken in the 10th grade can earn honors points.

HEALTH Office

The Health Office is in the Administration Building. You must have an up-to-date emergency card on file with the Health Clerk. If you are injured at school or a school-sponsored event, report your injury immediately to the nearest faculty member. If you must leave school because you are ill, you must obtain a pass from your teacher and report to the Health Clerk. California school law will not permit us to give you medication (even aspirin) without written orders from your doctor**. If a student is not ill enough to go home, they are well enough to be in class.**

SUPPORT PROGRAMS

H.E.L.P. (Homework Extended Learning Program)

- This is an after-school homework help program that provides a certificated teacher who is available to assist students in the core subject areas; math, English, science, and social studies. The teacher aids students in a small group or individual setting from 3:30pm – 5:00pm, Monday – Thursday upstairs in the library (Study Hall Classroom)

Patriot Plus

This is a fifty-minute period once a week every Thursday for all students to receive extra support or enrichment. The main purpose is to accommodate struggling students who often need extra access to their teachers for additional instruction. Students may also use this time to make up a quiz, test or a project that requires materials in the classroom. Students who are doing well in their classes can use the Patriot Plus sessions to get a head start on homework, or attend an enrichment workshop. **Patriot Plus is mandatory for all students. Absence/truancy will result in the usual disciplinary consequences.** See page 18 and 37 for truancy policy and progressive discipline.

Math Tutors

- A list of math tutors is available in each SLC office. Tutors are advanced math students who will help students one-on-one for a fee.

- KHANACADEMY.org

STUDENT INTERVENTION PROCESS

The Assistant Principal, counselor and SLC teachers work as a team to identify students who need additional support. The first level of support is always the classroom teacher. Please ensure that positive communication between teacher, student and parent is established in order to implement classroom intervention strategies. Students can also be referred to a Student Success Team (SST) which meets to develop alternative strategies including the on-site programs listed above. An SST is usually the Assistant Principal, Counselor, Parent, Student as well as receiving feedback from all of the teachers. An SST is an effective way to support our students and parents by receiving their input in regards to the student's educational goals. It is critical that parents and students clearly understand and have access to all of the intervention programs and strategies that will support your students' success while at Heritage. We strongly believe in the Response to Intervention model that enables students to be successful. As a team, we must always be proactive and not reactionary with the needs of our students.

LIBRARY / MEDIA CENTER

The library offers computers and a variety of resources to support student learning and reading. Students are encouraged to ask for help in finding a book they may enjoy, as well as help in finding and using information. Heritage subscribes to several online research databases. Links to these resources can be found on the school's website, and access codes are available from the library staff.

ProQuest – A comprehensive collection of articles and academic content across multiple subjects. See: proquest.com

Infobase – Offers articles on topics ranging from ancient to modern history, including American and medieval history. See: online.infobaselearning.com

Britannica – A digital encyclopedia covering subjects like science, history, literature, and geography. See: school.eb.com

The library is open 30 minutes before school and 40 minutes after school. On PD Days, the library opens at 9:15. During class time, students must bring a pass if they are not visiting the library with their class. A student's ID card serves as their library card. Books can be checked out for 20 days and may be renewed. Students are responsible for all materials they borrow and must pay for any lost or damaged items.

Your library card is your student body/I.D. card. Books are checked out for two weeks and can be renewed. You are responsible for each book you check out. There are overdue fines of five cents a day for the days school is open. You will have to pay for lost or damaged books.

NO FOOD or DRINKS ALLOWED in the LIBRARY. Revocation of library privileges is at the discretion of the librarian and Assistant Principal.

LOCKERS

No hallway lockers are available at Heritage High School. PE locks will be checked out to each student who is enrolled in a PE class at the beginning of the year. These locks must be turned in at the end of the year. Students must use a school locker. Neither Heritage High School nor Liberty UHSD are responsible for loss or damage of the contents of your locker. YOU ARE URGED NOT TO PLACE ANY ITEM OF VALUE IN YOUR LOCKER. **Heritage High School is not responsible for the theft or damage to items in lockers.**

LOST AND FOUND

For lost items, check the Lost and Found at the Main Office.

MESSAGES AND DELIVERIES TO STUDENTS

Messages will be sent to students in the classroom **ONLY IN EMERGENCY SITUATIONS**. Lunches, flowers or any other types of deliveries **will not** be sent to students. **Food deliveries through DoorDash, UberEATS, or Grub hub is not permitted and will be turned away.** Bag lunches, PE clothes, etc. must be brought to the main office. For the safety of the student, they will not be allowed to receive items from a car in the parking lot or drop-off lanes. Town passes and messages to students will not be delivered during finals weeks.

Discipline for Using Food Delivery Services:

- 1st Offense: Warning
- 2nd Offense: Food will be held in office (parent can pick it up) and lunch detention
- 3rd Offense: Food will be held in office (parent can pick it up) and one-hour after school detention

PARKING

It is a privilege for you to drive and park your car at school. To protect your personal property from theft and vandalism, you may park your car in the student parking lot. As a student, your privilege to drive and park your car at school is subject to these conditions:

1. All students must fill out an application for a parking permit in the Administration Office and shall display it when at school. **THE PARKING LOT IS COMPLETELY OFF LIMITS TO YOU DURING SCHOOL HOURS INCLUDING LUNCH. YOU MAY NOT SIT IN PARKED CARS AT ANY TIME.**
3. **NO STUDENT PARKING IN STAFF LOT, you may be towed.**
4. The maximum speed limit is 5 miles per hour.
5. All rules of the California Motor Vehicle Code apply when you operate your vehicle on school grounds.
6. Cars must be parked correctly, according to the designated area and identified spaces.
7. Cruising is not permitted in the parking lot or school bus zone.(horseshoe)
8. Vehicles must not be left unattended in the horseshoe for any reason. Violators will be assigned detention after the first warning has been given.
9. No parking is permitted inside the campus after school hours without prior permission.
10. **Park in the student lot at your own risk**. Heritage High School and the Liberty Union High School District are not responsible for any damage, which may occur to your car while it is parked or driven on school grounds.

If you violate any of these conditions, your parking privileges may be revoked and you may receive additional disciplinary action.

PERMIT TO LEAVE CAMPUS (permit)

You may leave campus with a parent authorization. A permit (Town Pass) will be issued to leave campus. There are two types of permits as follows:

1) Permit – Excused Absence (student work may be made up)

As per Education Code, these will be issued for illness; medical/dental appointment; funeral; jury duty; court appearance; religious event; or employment conference.

2) Permit -- Unexcused Absence (student work may not be made up unless approval is obtained by teacher)

These will be issued for any other request made by the parent. Requests for a permit must be in writing and turned in to the Attendance Office **before school starts or** called in at 925-634-0037 ext. 6006. Due to the high number of calls per day, leave a message and passes will be generated in the order in which the request is received. Students may use the pass only for the intended purpose. Students returning from a doctor/dentist appointment must return the pass to the Attendance Office with verification from the doctor. Town passes will not be delivered during finals weeks.

POSTERS

All posters and announcements to be displayed anywhere on campus must be approved by the ASB, Activities Director, or Administration before posting. Only "blue" painters tape may be used. Posters can be posted two weeks prior to the event and must be taken down by the approved organization the day after the event. Failure to do so may result in future denial of poster requests.

SCHOOL PSYCHOLOGIST

The School Psychologist provides state-mandated psychological services to schools including assessment, written reports, behavior plans, and consultation to assist in meeting the educational needs of students. The psychologist is available for brief meetings, and crisis consultation, with all students, and serves as a resource for more comprehensive mental health services outside of the school setting. The school psychologist is located in the Student Support Services (SSS) Area (2nd floor of the Media Center) or call 634-0037 x6084.

REPORT CARDS

Progress Reports of your academic achievement are completed at the *middle* of each Quarter (approx. 4-5 weeks). **Report Cards** are issued at the *end* of each Quarter (approx. 9 weeks). Only Semester grades are considered for credit (5 credits per class per semester) and are entered on your transcript, which is your official permanent grade record. See the calendar for dates. Report cards are mailed home.

SCHOOL ACTIVITIES

Extra and Co-Curricular activities include, but are not limited to: non-academic trips (such as the Senior Trip), and participation in performances (such as plays or dance groups at a rally, etc.).

Students are placed on the **Non-Participation List** for any of the following reasons:

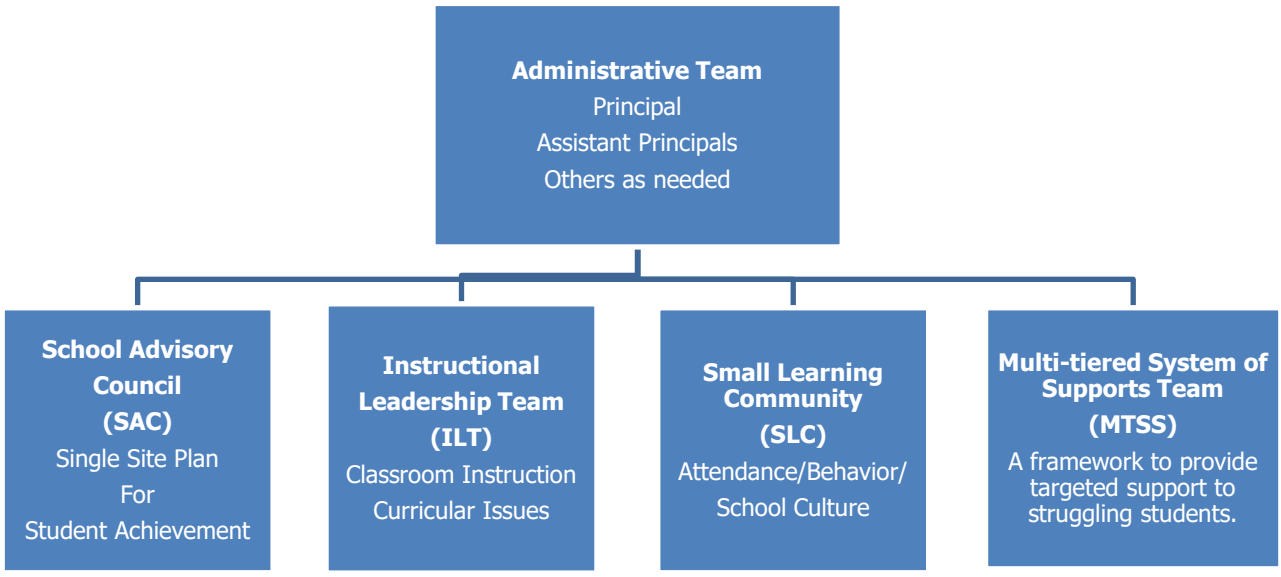
1. GPA below **1.5** for the previous grading period.
2. Multiple or severe discipline referrals for the previous *or* current grading period
3. Outstanding textbooks or textbook fines
4. Excessive tardiness and truancies and/or on the SART/SARB process

5. Non-attendance to assigned disciplinary consequences (i.e. Thursday School or detention) for tardies and truancies

Scholastic Eligibility:

- All students in an 8-period A/B block-schedule program must be passing at least five (5) classes and have no more than one (1) F grade. A student taking eight (8) or more classes may have two (2) F grades if at least six (6) classes are being passed.
- A student not meeting the eligibility standard is ineligible for the next grading period until the next Report Card is distributed. Progress Reports and other intermediate grade checks have no bearing on a student's eligibility. There is no probation period for Non-Participation.
- Summer School Grades:
  A student who is scholastically ineligible based on the report card received in June for the spring semester may request that current summer school grades be used to see if eligibility has been restored by yielding a GPA of a least 1.5.
  1. If the summer school class is a repeat of a course failed in the last grading period, the grade may replace the grade received on the June report card.
  2. If the summer school class does not match courses taken in the spring semester, the grade may be added to the grades received on the June report card.
  3. Summer school grades cannot be used to disqualify the scholastic eligibility of a student who was declared eligible based on the June report card.

SCHOOL LEADERSHIP STRUCTURE



SAC Members:
Parents
Students
Teachers
Classified
Assist. Principal

ILT Members:
Content Area Specialists
Assist. Principal, Principal

SLC Members:
Assist. Principal
Counselor
Classified Staff

MTSS Members:
Certificated Staff
Classified Staff
Site Administration

SKATEBOARD/ROLLERBLADES/SCOOTERS

You may bring your skateboards/rollerblades/self-balancing scooters/Segway's on campus. We realize that some individuals use scooters as a means of transportation. However, due to the potential for injury and insurance considerations, we cannot allow the use of the boards/rollerblades while on campus at any time. **YOU MAY NEVER USE YOUR SKATEBOARD/ROLLERBLADES/SELF-BALANCING SCOOTERS/SEGWAYS/ SCOOTERS ON CAMPUS**. If you violate this rule, your skateboard/rollerblades/self-balancing scooters will be taken away with a warning the first time. If the item is taken a second time, your parents will have to come to pick up your equipment. If this occurs a third time, the item will be held until the end of school in June. Appropriate disciplinary action will follow. Neither HHS nor the Liberty Union High School District is responsible for the theft of these items.

SEXUAL HARASSMENT

The Governing Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee, or other person at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

The Superintendent or designee shall ensure that students receive information related to sexual harassment. Students shall be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school. They shall be informed that they should immediately contact the principal or designee if they feel they are being harassed.

Any student who engages in the sexual harassment of anyone at school or a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 9 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account. Such circumstances shall include but are not limited to:

1. Age of maturity of the victim and the perpetrator
2. Pervasiveness of the alleged harassing conduct (i.e., how many times the act(s) occurred, how many individuals were involved, etc.)
3. Prior complaints against the perpetrator

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same gender.

2. A clear message that students do not have to endure sexual harassment. Students should be encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained
3. Information about the person(s) to who a report of sexual harassment should be made

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, the employee may report the complaint or his/her observation of the incident to the Superintendent or designee who shall investigate the complaint.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where necessary. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures.

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

Information gathered in the course of an investigation of a sexual harassment complaint shall be kept confidential to the extent possible.

A copy of Board Policy and Administrative Regulation 5145.7; Sexual Harassment can be obtained from your Principal's Office or the Liberty Union High School District Office.

SMALL LEARNING COMMUNITY (SLC)

Heritage High School students are heterogeneously divided into 4 Small Learning Communities in grades 9-12. Each SLC is overseen by an Assistant Principal.

STUDENT BODY/IDENTIFICATION CARDS (I.D.) and Lanyards

Heritage High School is requiring all students to have their current ID card on their person at ALL times (with the exception of physical education classes). If you forget your ID card you must report to your SLC. If you lose your lanyard and ID card, you must immediately replace it through the student store. See the student store clerk for instruction on how to get another one. Replacement cards cost $5 each and a HHS lanyard replacement is $5 each.

A Student Body (ASB) sticker for your ID card is the passport to the whole activity program in high school and qualifies you as an active member of the student body. This card may be purchased during "Walk-Thru" or later at the Student Store. The student body sticker in conjunction with your ID card may allow you the following discounts:

1. Free admissions to HHS athletic home events (excluding playoffs)
2. Reduced admission to ASB-sponsored dances

If you lose your student body card, you must pay for a duplicate. If you let someone else use your card, it will be taken away and you will have to buy a new one.

STUDENT GOVERNMENT/ACTIVITIES

One of the best ways to get involved on the Heritage campus is through Student Council. The Associated Student Body officers host monthly meetings where students are welcome to voice their opinion or share new information. Everyone is welcome; however, official student council representatives are elected by each class. In addition, you can choose to run for class officer; President, Vice-President, Secretary, and Treasurer. This team creates class events and fundraisers that support the class they represent. You can also try out for the Leadership Class. As a member, you will help organize and run school and community events that help improve student life and create a memorable experience at HHS. For more information, contact Ms. Banchieri, the Student Activities Director, in room ES 101.

TARDY POLICY

Being on time is your responsibility.

DEFINITION OF TARDY: YOU ARE TARDY IF YOU ARE NOT IN YOUR SEAT AT YOUR WORK STATION WHEN THE TARDY BELL SOUNDS.

ACTION TAKEN FOR TARDIES TO CLASS:

A. If a student is tardy in three or more periods per week, they will be given a warning or receive disciplinary action as follows:
    i. 1st Disciplinary Action *after 3 tardies/week* = warning
    ii. 2nd Disciplinary Action *after 5 tardies/week* = 30 minutes of detention
    iii. 3rd Disciplinary Action *after 7 tardies/week* = 60 minutes of detention
    iv. 4th Disciplinary Action *after 10 tardies/week* = Thursday School
    v. 5th Disciplinary Action *after 20 tardies/quarter*= Student placed on non-participation list permanently for rest of quarter (affects following quarter activities) and/or other appropriate consequences including being referred to SART/SARB.
B. Students assigned to detention must arrive no later than 5 minutes into the assigned detention. After school detention and Thursday School start at 3:30PM. Students are responsible for attending their assigned consequences on time and for the duration assigned.
C. Notification of Tardies and assigned consequences will be sent to student.

**** Failure to serve assigned consequences will result in student being placed on non-participation list at administrator discretion. <u>Non-participation includes dances, sporting events, or other extracurricular or co-curricular activities.</u> ****

***There is no difference between being late to school or late to a class, both are considered tardy. ***

TEXTBOOKS

You are responsible for the **CARE** and **RETURN** of textbooks that have been issued to you. These textbooks are to be taken care of and returned to the Textbook Room immediately upon the end of the class. It is imperative that books be returned so they may be issued to other students. A student can be placed on the nonparticipation list for overdue books if multiple attempts have been made to get the books returned.

Damage will be assessed by the teacher and/or the Textbook Clerk. Damage is considered to be wear beyond normal usage that will impair the use of the textbook in the future. The following fine schedule is used:

- Lost book and damage beyond repair = replacement cost
- Spine damage = $5.00 and up
- Water damage = replacement cost
- Marks on the top, side, bottom or dirty = $5.00 and up
- Writing in book = $5.00 and up
- Missing barcode = $5.00

When you withdraw from school, you must return your textbooks to the TEXTBOOK ROOM. If you change a class, you must return the textbooks you are no longer using to the Textbook Room. **You will be billed for DAMAGED, STOLEN, OR LOST TEXTBOOKS. You may not receive your diploma if you have outstanding fees/fines.**

TRUANCY

All-day truancy is established when a student is absent **two or more classes in one day** without prior parental approval or knowledge and approval of the school. A **single-period** truancy is an absence from a class without prior parental, administrative or teacher approval of more than thirty (30) minutes late to a class. An absence not cleared within 72 hours will show up as a "truancy" and make-up work will be at the discretion of the individual classroom teacher.

ACTION TAKEN FOR TRUANCIES:

a. If a student is truant in one or more periods per week, they will be notified of disciplinary action as follows:
   i. Truant to a single period = 1 hour detention
   ii. Truant to *more than* a single period in a week = Thursday School. **Failure to serve an assigned Thursday school will result in the student being placed on the non-participation list.**
   iii. 8 or more period truancies = non-participation list (refreshes every quarter)

*****Habitual truancy will result in a referral to the Student Attendance and Review Board (SARB).*

If a student is absent 2 or more periods during the day, the student may not be allowed to participate in dances, sports, cheer or extracurricular activities for that day.

VISITORS

Parents and legal guardians are encouraged to visit the school. However, parents and guardians are required to register in the Main Administration Building. Due to interruptions of academic classroom activities, students may not bring younger children, friends, or relatives to school. Teachers will need 24 hour notice for a parent or guardian to attend class with their student.

**For any unlisted topics, please refer to Board Policy.

Heritage High School does not discriminate on the basis of race, color, national origin, sex, or disability.