



Granada High School

2020-2021

HOME OF THE MATADORS

MATTHEW HART
PRINCIPAL
 mhart@lvjUSD.org

Tori Ha
 Vice Principal
 12th Grade
 tha@lvjUSD.org

Clark Conover
 Vice Principal
 11th Grade
 cconover@lvjUSD.org

Jessica Mann
 Vice Principal
 10th Grade
 jmann@lvjUSD.org

Evangeline Sugden
 Vice Principal
 9th Grade
 esugden@lvjUSD.org

400 Wall Street, Livermore, CA 94550
 Telephone: (925) 606-4800
 Fax: (925) 606-4808
 Attendance: (925) 606-4800 ext. 3678
www.granadahigh.com

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



powered by **SDI INNOVATIONS**

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form, without getting prior written permission of the publisher.

©2020. SDI Innovations. All Rights Reserved.

2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • 765.471.8883
<http://www.schooldatebooks.com> • sd@schooldatebooks.com

TABLE OF CONTENTS

Mission	3
Vision	3
Students Learning Outcomes	3
Behavioral Absolutes	3
Granada Pride	3
Academics	3
Academic Honors	3
Academic Progress and Report Cards	3
Transcripts: Your Academic Record	4
Withdrawing From a Course	4
Cheating	4
Academic Honesty Policy	4
Attendance	5
Tardy Policy	5
ID Cards	5
Library and Text Books	5
Dress Code	5
Eligibility for Activities	5
Student Activity Agreement	5
Granada High School Student Activity Agreement 2020-2021	6
Dances and Special Events	6
Clubs on Campus	6
Eligibility of Athletes	7
Closed Campus	7
Deliveries	7
Parking on Campus	7
How to Contact Staff	7
Avenues of Communication	8
Communicating with Teachers	8
Conflict Resolution	8
Contacting Students During School Hours	8
Student Support Services	8
Livermore Valley Joint Unified School District's Tip Reporting Service	8
Alma Mater	9



@granadapride

MISSION

Granada High School develops caring, knowledgeable, and active lifelong learners ready to contribute and thrive in an interconnected and changing world.

VISION

Granada High School uses a focus on state standards, continuous technological developments, staff development, and a school-wide commitment to excellence and innovation in order to produce students who can problem solve; follow and apply logical processes; interpret and evaluate texts and data; effectively communicate in a global society, using a variety of media; and advocate for personal and community well-being.

STUDENTS LEARNING OUTCOMES

Every Granada student will be able to:

- Follow and apply logical processes.
- Problem-solve.
- Interpret and evaluate texts and data.
- Inquire and reflect on their learning.
- Effectively communicate in a global society, using a variety of media.
- Advocate for personal and community wellbeing.

BEHAVIORAL ABSOLUTES

The Granada students show respect for themselves and others by:

1. Being in class on time.
2. Supporting learning for all students.
3. Using language that is not vulgar or hateful.
4. Responsibly using technology, materials, and facilities.

GRANADA PRIDE

Granada values the establishment of positive expectations and positive reinforcement. All disciplinary actions, including those that use negative consequences, are intended to modify student behavior in the future.

Pride-I care for myself

Respect-I care for others

Integrity-I adhere to the expectations of others

Diversity-I appreciate including many points of view

Excellence-I am committed to improvement

ACADEMICS

ACADEMIC HONORS

Students achieve Honor Roll status by earning a weighted GPA of 3.0 or above for 3 consecutive trimesters; Principal's Honor Roll for weighted GPA of 3.7 or above for 3 consecutive trimesters; and Top Scholar Award for weighted GPA of 4.0 or above for 3 consecutive trimesters. Principal's Honor Roll students are eligible to receive an Academic Block G after three trimesters on Principal's Honor Roll. Students who earn Principals Honor Roll for 5 consecutive trimesters will earn an Academic Star. Additional stars awarded for 7 & 9 consecutive trimesters on Principals Honor Roll. Valedictorian is an academic honor that is awarded to the most outstanding senior scholar. Granada calculates decile ranking in lieu of a GPA class rank.

ACADEMIC PROGRESS AND REPORT CARDS

Students' grades are available through the online grade book, accessible through the Granada website. Midterm progress report grades will be visible midway through each trimester. Report cards are mailed home three times per year, arriving approximately ten days after the end of each trimester.

TRANSCRIPTS: YOUR ACADEMIC RECORD

The registrar's office maintains an accurate transcript for each Granada student that includes all courses taken, grades earned, and credit earned during the student's four years of high school. All courses taken at Granada are recorded; courses taken elsewhere are recorded only if they count toward the student's graduation progress and are taken at accredited institutions (such as other high schools or summer school programs, or district-approved online institutions). Courses taken more than once remain on the transcript and all grades and credit earned are counted toward graduation progress and computed in the student's cumulative GPA.

WITHDRAWING FROM A COURSE

If a student withdraws from a course during the first five (5) days of the trimester, the course will be dropped from the student's course history. After 5 days and up to 20 days into the trimester, if an administrator determines that a student withdrawal from a course is warranted, then the student's course history will reflect a "W" if the student was passing or a "WF" if the student was failing. No withdraws will occur after the 20th day of the trimester.

Course Change Requests

Student schedules are created based off requests provided during registration in the spring. We cannot make changes to balance trimesters or move to a preferential period or teacher. If the schedule received by a student during Matador Days has everything needed to earn credits towards fulfilling graduation, then course change requests will not be honored.

CHEATING

Cheating undermines the integrity of the educational process. **Regardless of the importance or weight of the assignment, cheating is considered a serious offense and is one type of academic dishonesty.**

Cheating is the taking of work, ideas, and/or effort of any other person and presenting it as one's own (including work of another student, an author, or from an internet source). Cheating is also defined as providing one's own work to be presented as another's. These definitions do not include directed group work or appropriate sharing/brainstorming in preparing an assignment.

ACADEMIC HONESTY POLICY

The Academic Honesty Policy clearly defines academic honesty and academic dishonesty.

Procedures

Each teacher will make clear to students, in his/her class procedures, how cheating is defined in the course.

Ways to avoid Academic Dishonesty

- Effectively cite all sources, even those that are paraphrased or summarized.
- Avoid conducting research when the assignment is to provide completely original work.
- Assure that all assignments given as independent work are completed individually and without the help or influence of others.

First Occurrence

It is the teacher's discretion whether credit or make-up of assignment will be allowed. Parents are notified. A referral to a vice principal is issued. Academic dishonesty is logged in the student's record.

For IB only: On Instance of academic dishonesty on any required element of the IB Diploma will automatically disqualify a student from earning the IB Diploma.

Subsequent Occurrences, Regardless of Class or Teacher No credit is given for the assignment. Parents and student will have a conference with a vice principal. It is possible grounds for failure of the course. When considering consequences for cheating, previous occurrences will be taken into account. Academic dishonesty is logged in the student's record.

ATTENDANCE

Compulsory daily school attendance is a requirement for all students ages 6-18. The California Education Code defines school absences as either **excused or unexcused**. **Excused absences** are generally unavoidable and include the following: illness, funeral services for immediate family, quarantine, and medical/dental/eye appointments. All other absences are considered unexcused.

Parents/Guardians must send a note and/or phone the school to clear excusable absences within **three school days**. An absence not cleared within three days will count as a cut. Students with excessive absences may be required to submit a doctor's note.

Students who cut class will be assigned one 30-minute detention for each cut class. Excessive cuts will lead to loss of privileges.

The Academic Support and Enrichment (ASE) period must be attended like all other periods. Tardy and attendance policies will be enforced for ASE.

To report absences, please call the attendance recorder at 606-4800 x3555. For attendance issues during school hours, please call 606-4800 x3678.

Students who arrive to school after a medical appointment must check in at the attendance office with a doctor's note, and will be marked accordingly.

If students need to leave school during school hours, they must sign out in the attendance office before leaving. Parental authorization is required.

TARDY POLICY

Tardies are not allowed. It is our expectation that students show up on time to class. The staff at Granada has developed consequences intended to deter students from being late to class. Students will be assigned one 30-minute detention if they accrue 3 tardies in any one class. Teachers will submit a tardy referral for each set of 3 tardies. If a student accrues additional referral (regardless of the class) the number of detentions assigned will multiply. Detention is held daily from 3:15-3:45 on Mondays, Tuesdays, Thursdays and Fridays, as well as at the start of period 5 for students who do not have class at that time. On Wednesdays, detention is from 2:00-3:00.

ID CARDS

ID cards are issued during Matador Days or when students enroll into Granada High School. Students must have their IDs with them **AT ALL TIMES** during the school day and at school events. Students must show their ID cards when checking out all textbooks. All purchases made at school (dance tickets, parking permits, spirit wear, etc.) must be accompanied by the ID. Lost cards should be replaced immediately; come to Student Services to have your lost card replaced. There is a \$10 charge to replace an ID card.

LIBRARY AND TEXT BOOKS

All students will be issued textbooks and novels for use in courses. Students are expected to maintain the good condition of books and return them at the end of each trimester. Books not returned within a week of the end of the trimester will be considered lost, and students will be charged for the replacement cost of the book. A student's library account must be in good standing or a "hold" will be placed on involvement in activities until the debt is cleared. These activities include but are not limited to: purchasing dance tickets, purchasing parking permits, participating in off-campus lunch privileges (seniors), and receiving yearbooks.

DRESS CODE

The Governing Board of the Livermore School District believes that appropriate dress and grooming contribute to a safe and productive learning environment. The Board expects students to give proper attention to personal cleanliness and wear clothes that are suitable for the school activities in which they participate. Students clothing shall not present a health or safety hazard or a distraction that would interfere with the educational process.

ELIGIBILITY FOR ACTIVITIES

STUDENT ACTIVITY AGREEMENT

All students will abide by the Student Activity Agreement that outlines their responsibilities for maintaining good standing so that they can participate in school activities. This agreement will be distributed the first week of school, and will be posted on the website.

GRANADA HIGH SCHOOL STUDENT ACTIVITY AGREEMENT 2020-2021

Granada High School offers students the opportunity to participate in a variety of activities including dances, sporting events, athletics, clubs and class field trips. The Secondary School Discipline Policy applies to all school-related activities including those that occur outside of the school day. All Granada students are expected to abide by this Student Activity Agreement. **These policies apply to students during school and at school-related activities outside of the school day, including those that occur off of our campus.**

As a student of Granada High School:

- I will bring my student ID card with me to all school activities and show it upon request.
- I agree to follow the Secondary School Discipline Policy.
- I will not use, possess, or be under the influence of drugs and/or alcohol at school or school-related activities. I understand that I will be subject to screening by an alcohol detection device. In violation of this policy, I will not be admitted to the event, and will be detained until a parent, guardian or authorities arrive to take responsibility. The consequences will be:
 - o Suspension from school for a minimum of 3 days
 - o Exclusion from extracurricular activities for 30 calendar days
 - o Exclusion from the next school dance
- I recognize that Board Policy 5302 defines additional consequences for athletes, as outlined in the Granada High School Athletic Contract.
- I understand that attendance is very important. If I have 5 or more individual class periods of UNX, CUT, or PUX absences or 12 or more tardies in a trimester, I will not be allowed to participate in school activities for the remainder of the trimester. (UNX = not cleared within 3 days; CUT = cut; PUX= not cleared within 3 days but verified through home contact.)
- I understand that if I participate in an after-school activity, I must attend school that day.
- I understand that if I am suspended for a total of 5 days, I will be excluded from school activities for 30 days and from the next school dance. If my suspension total for the school year exceeds 5 days, I will be excluded from activities and dances for the remainder of the school year.
- I agree to maintain appropriate behavior at all school functions. I will dress appropriately and dance respectfully.
- I agree to be responsible for my actions and will represent myself, my family, and my school in a positive way.

DANCES AND SPECIAL EVENTS

Granada High School holds several dances throughout the school year. Formal dances (Homecoming, Winter Ball, Junior Prom and Senior Ball) are open to guests. No middle school students or students/guests over the age of 20 are allowed at GHS dances. Student safety is foremost; the law (SB1300) regarding persons ages 12- 20 who possess or consume alcohol or drugs is in effect at all GHS dances and events. Students who want to invite a non-Granada student to a dance must complete a Dance Guest Pass Agreement. GHS students must have their current ID card in order to buy their ticket; guests must have a valid picture ID to enter the dance.

CLUBS ON CAMPUS

American Red Cross, Art, At Your Service, Badminton, California Scholastic Federation, Chess, Current Events, Cyber Patriot, Cycling, Debate, Equal Rights Amendment, Fellowship of Christian Athletes, FIDM Fashion, Film, French, Future Medical Professionals, Game, Gardening, GSA Gender and Sexuality Alliance, GHS Rock Stars, Girls who code, Granada Greeks Club, Granada Prayer and Worship, Green Team, Hip Hop, History, Human Rights, Improv, Indian, Interact, Jefferson Award, Latino, Literary Society, Math, Me to We, Mock Trial, Model United Nations, Music, Peer Education, Reach The Community, Research In Biology, Robotics, Science Olympiad, Scientific Advances, Shooting Stars, Spanish, Spikeball, Splatton, Taste of Granada, Ultimate Frisbee, Wall Street, Young Life, and more. Listen for announcements as to when these clubs meet!

ELIGIBILITY OF ATHLETES

Granada High School considers all levels of athletes, including all men's and women's teams, dance team members, cheerleaders, and other spirit squad members, to be part of the athletic community. All members of our athletic community are representatives of Granada High and will be held to the highest standards of behavior both on and off the field.

Before beginning a season, each athlete must:

1. Meet all CIF, EBAL, and Granada High School eligibility requirements.
2. Pass a physical given by a medical doctor. Appropriate documentation will be kept on file in the Athletic Director's office.
3. Pass at least 15 credits with a GPA of 2.0 or better for the previous trimester. (As a result of recent board policy changes, students who fall below the 2.0 minimum may apply for a one-time probationary waiver.) Students must be enrolled in at least 20 credits during the trimester/season of their sport.
4. Turn in an Athletic Contract signed by the athlete and his/her parents.
5. Students concurrently enrolled at a community college must maintain a 2.0 GPA at GHS.

Sports Seasons:	Fall	Winter	Spring
Men's:	Cross Country Football Water Polo	Basketball Soccer Wrestling	Baseball, Diving Golf, Lacrosse Swimming, Tennis Track, Volleyball

Women's:	Cross Country Golf, Tennis Volleyball, Water Polo	Basketball Soccer	Diving, Lacrosse, Softball, Swimming Track
-----------------	---	----------------------	--

CLOSED CAMPUS

Granada High School is a closed campus. Students are not permitted to leave campus during school hours (including break and lunch). Leaving campus without prior approval will result in disciplinary action that can include detention, suspension, and loss of extracurricular privileges. The student parking lot is off limits to all students during class time. Seniors who maintain good attendance and satisfactory progress toward graduation may earn the privilege of leaving campus during lunch. Seniors must show their current ID cards to exit campus at lunch.

DELIVERIES

LJVUSD prohibits outside deliveries during school hours from stores, restaurants, Doordash, UberEats, etc. When an unknown person comes onto campus with an unknown delivery we are potentially putting our students and staff at risk. Parents and guardians are part of our community and are not considered "outside" and as such may drop off lunches, homework, etc. to the office. Students may pick up delivered items in the office.

PARKING ON CAMPUS

Unfortunately, there are not enough parking spaces on campus to accommodate all students who drive. We have, therefore, created a system whereby students may purchase parking permits at the beginning of each trimester. Students must have a permit to park in the student lot. Seniors have first priority, but must apply for a permit during Matador Days in August. Remaining permits will be made available the first week of school. Permits may be revoked for poor attendance, discipline issues, or unsafe driving. The parking lots on the GHS campus are monitored by Granada staff and citations that are reported to DMV will be issued to cars parked illegally or without the proper permit. Any tampering or duplication of parking permits will be a violation of the school discipline policy.

HOW TO CONTACT STAFF

To email a teacher, use the first letter of his/her first name and the entire last name followed by @lvjUSD.org (i.e. for Andrew Smith, contact asmith@lvjUSD.org). To reach a teacher via voicemail, please call 606-4800 followed by the teacher's extension. The current staff directory is available on the Granada High School website: www.granadahigh.com.

AVENUES OF COMMUNICATION

COMMUNICATING WITH TEACHERS

Parent–Student–Teacher communication is an integral part of our education system. To this end, all teachers have voicemail and email (see website) which facilitates this communication. Teachers regularly check both and should reply within 48 hours. Should there be a need to contact a teacher with a question, comment or concern, please follow the guidelines listed below. If a problem arises, these guidelines will help expedite a successful resolution:

1. High school students are learning to be their own advocates. This is a valuable life skill and a powerful tool to develop as a young adult. Parents are welcome to contact teachers and alert them of an issue, but students should attempt to resolve the issue directly with the teacher.
2. Discussion of the issue should remain between student, parent, and the teacher. Soliciting public opinion without directly addressing the issue with the immediate parties concerned may hinder a successful resolution.
3. Remember, there are **always** two sides to every story. A student’s concerns as well as the concerns of the teacher or administrator should be respectfully considered as resolution is reached.
4. Being open to discussing a problem/issue is a vital component to resolution.
5. If students or parents feel the problem has not been resolved, a vice principal will be available to help ensure resolution.

CONFLICT RESOLUTION

Any problems that occur in a class should initially be discussed between the student (and parent) and the teacher. If the problem is not resolved to the satisfaction of both parties, the problem should then be discussed with the student’s vice principal. If the vice principal, as mediator between the parent and teacher, is unable to resolve the conflict, the principal will be invited to participate in the final steps toward resolution.

CONTACTING STUDENTS DURING SCHOOL HOURS

Parents/guardians, relatives, friends, etc. **may not** call, text, or deliver messages directly to students during school hours, even in the case of an emergency. The nature of all emergencies must be disclosed to an administrator who will facilitate the delivery of the message in a timely manner. Students should have their cell phones turned off during school, so parents should not attempt to contact students on their cell phones. Parents can call the attendance office at 606-4800 ext. 3678 if they need to contact their students during school hours.

STUDENT SUPPORT SERVICES

Academic Counselor for last names A – E	606-4800 x3521
Academic Counselor for last names F – L	606-4800 x3683
Academic Counselor for last names M – Rn	606-4800 x3522
Academic Counselor for last names Ro – Z	606-4800 x3590
Athletic Director	606-4800 x3636
Counseling & Career Center	606-4800 x3520
Library	606-4800 x3523
Student Services	606-4800 x3500
Registrar	606-4800 x3519
Attendance and Child Welfare	606-4800 x3678

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT’S TIP REPORTING SERVICE

Safety is one of our district’s top priorities; therefore, we are now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone:** 925-261-5050
2. **Text:** Text your tip to 925-261-8050
3. **Email:** 1180@alert1.us
4. **Web:** <http://1180.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism, intimidation or any other safety issue you’re concerned about. You can submit a tip anonymously online or by telephone.

Alma Mater

Granada, Granada, we stand and
sing to thee,

We carry thy banner to every
victory

The years here together shall
last a lifetime thru,

To all thy rules of honor
we e'er will be true

Too soon we will depart these halls
and travel far and wide,

But as we make our way
through life,

Thy name we'll say with pride

Granada, Granada, thy honor
never fail

To thee our Alma Mater,
hear us,

Hail! Hail! Hail!