

LAGUNA BEACH HIGH SCHOOL

2024 - 2025



Principal: Jason Allemann, Ed.D.
Assistant Principal: Brian Carlson
Assistant Principal: Dale Miller

Each student gains the knowledge, experience, world perspectives, and skills needed to become a lifelong learner and producer in a competitive and interconnected world.

625 Park Avenue Laguna Beach, CA 92651
949-497-7750 - Office
949-497-7766 - Fax

Current calendars and bell schedules are located on our website <https://lbhs.lbusd.org/>

Last revised 8/2/24

2024-2025 SCHOOL YEAR CALENDAR

July							October							January							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4	5				1	2	3	4			1	2	3	4	5
7	8	9	10	11	12	13	6	7	8	9	10	11	12	5	6	7	8	9	10	11	6	7	8	9	10	11	12
14	15	16	17	18	19	20	13	14	15	16	17	18	19	12	13	14	15	16	17	18	13	14	15	16	17	18	19
21	22	23	24	25	26	27	20	21	22	23	24	25	26	19	20	21	22	23	24	25	20	21	22	23	24	25	26
28	29	30	31				27	28	29	30	31			26	27	28	29	30	31		27	28	29	30			

August							November							February							May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	2							1					1	2	3
4	5	6	7	8	9	10	3	4	5	6	7	8	9	2	3	4	5	6	7	8	4	5	6	7	8	9	10
11	12	13	14	15	16	17	10	11	12	13	14	15	16	9	10	11	12	13	14	15	11	12	13	14	15	16	17
18	19	20	21	22	23	24	17	18	19	20	21	22	23	16	17	18	19	20	21	22	18	19	20	21	22	23	24
25	26	27	28	29	30	31	24	25	26	27	28	29	30	23	24	25	26	27	28		25	26	27	28	29	30	31

September							December							March							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7							1	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	2	3	4	5	6	7	8	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	9	10	11	12	13	14	15	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	16	17	18	19	20	21	22	22	23	24	25	26	27	28
29	30						29	30	31					23	24	25	26	27	28	29	29	30					
														30	31												

<p>Counselor Start Date 8/2/24</p> <p>Teacher Start Date 8/16/24</p> <p>Board Approved: 5/23/24</p>	<p>District Closed Days (No Students)</p> <p>K-12 Non-Student Day 1/17/25</p> <p>Spring K-12 Non Student Day 3/14/25</p>	<p>First/Last Day for Students</p> <p>Open House: ELM 5/29/25</p> <p>Open House: TOW 5/28/25</p> <p>Open House: TMS 5/15/25</p>	<p>Back to School Night: LBHS 9/10/24</p> <p>Back to School Night: ELM 8/29/24</p> <p>Back to School Night: TOW 9/5/24</p> <p>Back to School Night: TMS 9/19/24</p>
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2024-2025 NON-STUDENT DAYS	
September 2, 2024	Labor Day
November 11, 2024	Veteran's Day
November 25 – 29, 2024	Thanksgiving Recess
December 23 - January 3, 2024	Winter Recess
January 17, 2025	Non-Student Day
January 20, 2025	Martin Luther King, Jr. Day
February 17 – 21, 2025	Mid-Winter Recess
March 14, 2025	Non-Student Day
April 7 – 11, 2025	Spring Recess
May 26, 2025	Memorial Day

BELL SCHEDULE

5-DAY SCHOOL WEEK - 4 BLOCK DAYS & 8-PERIOD SCHEDULE FRIDAY

TIME	Monday	Tuesday	Wednesday	Thursday	TIME	Friday
8:30 - 9:50	Period 1	Period 2	Period 1	Period 2	8:30 - 9:05	Period 1
9:50 - 10:00	Break	Break	Break	Break	9:10 - 9:45	Period 2
10:05 - 11:25	Period 3	Period 4	Period 3	Period 4	9:50 - 10:25	Period 3
11:25 - 12:00	Lunch	Lunch	Lunch	Lunch	10:25 - 10:35	Break
12:05 - 1:25	Period 5	Period 6	Period 5	Period 6	10:40 - 11:15	Period 4
1:30 - 2:05	Tutorial	Tutorial	Tutorial	Tutorial	11:20 - 12:00	Period 5
2:10 - 3:30	Period 7	Period 8	Period 7	Period 8	12:00 - 12:30	Lunch
					12:35 - 1:10	Period 6
					1:15 - 1:50	Period 7
					1:55 - 2:30	Period 8

<https://lbhs.lbusd.org/about/bell-schedules>

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IMPORTANT TELEPHONE NUMBERS

(949) 497-7750 Office

(949) 497-7766 Fax

<i>For Specific Departments/Persons</i> Dial Phone #, Listen for Recording:		Contact Person/Office:
ATHLETIC OFFICE	Ext. 1220 Ext. 1221	Dr. Denise Selbe, District Athletic Administrator Tracy Paddock, Athletic Clerk
ATTENDANCE OFFICE	Ext. 1209 Ext. 1204	Jennifer Valousky, Attendance Specialist Flora Bahadoran Feiz, Attendance Specialist
COUNSELORS	EXT. 1211 EXT. 1208 EXT. 1296 EXT. 1218 EXT. 1239 EXT. 1202	Nichole Rosa, A-F Eric Banducci, G-L Alexis Mele, M-R Angela Pilon, S-Z Megan Humphreys, Student Support Specialist Missy Palino, Receptionist, and Counseling Assistant
COLLEGE & CAREER GUIDANCE	EXT. 1397	Lynn Gregory, College and Career Specialist, CTE
HEALTH OFFICE	Ext. 1215	Ivette Cortez, Health Clerk
LIBRARY & TEXTBOOKS	Ext. 1399 Ext. 1396	Jill Norris, Librarian Library Information Desk
OFFICE OF THE ASSISTANT PRINCIPALS	Ext. 1200	Shari Kowalke, Administrative Assistant Brian Carlson, Asst. Principal Dale Miller, Asst. Principal
OFFICE OF THE PRINCIPAL	Ext. 1206	Deborah Maya, Administrative Assistant Jason Allemann, Principal
RECORDS & REGISTRATION	Ext. 1210	Ellen Oxales, Registrar
SCHOLARSHIPS	Ext. 1212	Samantha Washer, Scholarship & Financial Aid Specialist
SCHOOL PSYCHOLOGIST	Ext. 1390	Grace Jones, School Psychologist
SICK LINE / ATTENDANCE		Attendance@lbusd.org
STUDENT ACTIVITIES & COMMUNITY SERVICES	Ext. 1216 Ext. 1217	Jennifer Lundblad, Activities Director Kristine Landgraf, Activities Clerk
HOTLINE NUMBERS		
National Teen Emergency Hotline		(800) 448-3000
National Runaway Hotline		(800) RUN-AWAY
Alateen		(800) 356-9996
Nat'l Council on Alcoholism & Drug Dependency		(800) 622-2255
Eating Disorders Information Line		(800) 931-2237
National Suicide Prevention Lifeline		(800) 273-TALK
Text-A-Tip		(858) 848-7TIP (858) 848-7847

2024 - 2025 STUDENT ACTIVITY/EVENT CALENDAR

Month	Date(s)	Activity or Event
August	13 & 14	Backpack Distribution - FRC (9:00 - 4:30)
August	14	9 th Grade Orientation (9-11:30 am) & Parent Seminar (9-10 am)
August	15	Breaker Day 11 th & 12 th Grades – 9 am to 2:30 pm
August	16	Breaker Day 9 th & 10 th Grades – 9 am to 2:30 pm
August	22	1st Day of School!
September	2	Labor Day Holiday – No School/Office Closed
September	6	Last day to add/drop classes
September	10 & 11	Back to School Night (Minimum Days - Block Schedule)
September	10	Back to School Night
October	7 & 8	Minimum Days - Block Schedule
October	11	Pep Rally, Homecoming Football Game 7pm
October	12	PSAT National Testing Day
October	12	Homecoming Dance 7-9 pm
October	17	Great Shake Out
November	1	Senior Night, Football Game 7 pm
November	11	Veteran's Day Holiday – NO SCHOOL
November	25-29	Thanksgiving Recess – NO SCHOOL
December	16-20	1 st Semester Final Exams *See special bell schedule
December	23-27	Winter Recess – NO SCHOOL
Dec/Jan	30-3	Winter Recess – NO SCHOOL
January	6	School Resumes – 2 nd Semester Begins
January	17	Non-Student Day
January	20	Martin Luther King's Birthday Holiday – NO SCHOOL
January	22	Last day to add/drop classes
January	31	Winter Formal Pep Assembly
February	1	Winter Formal Dance 8-11pm
February	14	Minimum Day - All Period Day
February	17-21	Mid-Winter Recess – NO SCHOOL
March	14	Non-Student Day – NO SCHOOL
April	7-11	Spring Break – NO SCHOOL
May	5-16	AP In-Person Testing * See Testing Schedule on the LBHS website
May	16	Prom Pep Assembly
May	17	Senior Prom 8-11pm
May	26	Memorial Day Holiday – NO SCHOOL
June	5-6	2 nd Semester Final Exams--SENIORS ONLY
May	30	LBHSSF Honors Convocation-Seniors
June	9-12	2 nd Semester Final Exams *See special bell schedule
June	12	Last Day of School! Graduation!

1st Semester Grading Periods

Oct. 4 = First Progress, Nov. 8 = Second Progress,
Dec. 20 = End of 1st Semester

2nd Semester Grading Periods

Feb. 28 = First Progress, April 25 = Second Progress,
June 12 = End of 2nd Semester

P.R.I.D.E.

EVERY LBHS STUDENT DEMONSTRATES P.R.I.D.E.

P: Problem Solver:

- USES AVAILABLE RESOURCES SUCH AS WRITING AND MATH LABS, COUNSELORS, AND TEACHERS
- APPLIES EFFECTIVE COMMUNICATION TECHNIQUES WHEN OVERCOMING CHALLENGES
- GATHERS, ORGANIZES AND ANALYZES DATA TO SOLVE PROBLEMS

R: Resilience:

- ACCEPTS RESPONSIBILITY
- DEMONSTRATES IMPROVED EFFORT IN CLASS AND EXTRA-CURRICULAR ACTIVITIES DESPITE SETBACKS

I: Integrity:

- DOES THE RIGHT THING IN ALL SITUATIONS
- SHOWS RESPECT FOR PERSONAL PROPERTY AND THE PROPERTY OF OTHERS

D: Dependability:

- MEETS DEADLINES
- ATTENDS CLASS AND PREPARES THOROUGHLY

E: Engagement:

- CONTRIBUTES IN AND OUT OF THE CLASSROOM
- PARTICIPATES IN A GROUP, EVENT, OR ORGANIZATION THAT CONTRIBUTES TO THE LBHS COMMUNITY

GENERAL INFORMATION

CAFETERIA

Hours of Operation:	Monday – Thursday:	Friday:
Breakfast	8:15 - 8:30	8:15 - 8:30
Breakfast	9:50 - 10:00	10:25 - 10:35
Lunch	11:25 - 12:00	11:55 - 12:30

Breakfast: Includes Fresh Fruit and milk. / Lunch: Includes Fresh Fruit/Vegetables and milk.

As a participant in the National School Lunch and School Breakfast Programs, **eligible students may receive free or reduced meals**. Application forms are included in the summer registration packet, or you may fill out an online application: LunchApplication.com

CLICK FOR INFORMATION ABOUT MENUS, ONLINE PAYMENTS, MEAL APPLICATIONS & NUTRITION EDUCATION



Visit [Nutrition Services](#) to access menus, meal applications, and online deposit options. Completed applications should be submitted to Lourdes Oraga at the District Office. She can also be reached at 949-497-7700, ext. 5216, or via email at luraga@lbusd.org

PRE-PAID LUNCH ACCOUNTS - Student prepaid ala carte accounts are available for your convenience. Please visit [Online payment](#) on the LBusd website and select Titan School Solutions. You will need your student's ID number found in Aeries or call Nutrition Services at (949) 497-7700 Ext. 5216.

HEALTH OFFICE

The Health Office is located in the administration building and is open daily while school is in session.

ILLNESS DURING SCHOOL

Request a **pass for the Health Office** from the teacher and **REPORT DIRECTLY TO THE HEALTH OFFICE**. *Students should not directly contact a parent/guardian to pick them up.*

The HEALTH CLERK WILL CONTACT A PARENT to either pick up the student or release the student to go home according to the parent's direction.

Before leaving, students ***MUST check out through the HEALTH OFFICE and ATTENDANCE OFFICE*** before leaving campus. **Failure to check out properly is truancy.**

MEDICATION AT SCHOOL

Board Policy 5141.21, Ed. Code Section 49423

Before any prescription or over-the-counter medication (OTC) can be administered to a student, a **Medication Authorization Form** must be signed by both doctor and parent. The form is also available in the Health Office.

Both the signed ***Medication Request Form*** and medication must be given to the Health Clerk. Student medication will be labeled, filed, and stored in a locked cabinet in the Health Office. Students may carry inhalers and EpiPens, but only with signed permission from a physician and parent on the *Medication Authorization Form*.

Students may NOT carry OTC medications on their person. However, OTC medications may be administered by a parent in the Health Office. Students found in possession of prescription medications or OTC medications may violate the Substance Abuse Policy.

LIBRARY

LIBRARY HOURS OF OPERATION

Monday-Thursday 7:30 a.m. – 3:30 p.m.
Friday 8:00 a.m. – 3:00 p.m.
Minimum Days 7:30 a.m. – 1:00 p.m.

CONTACT INFORMATION

Jill Norris, Librarian
jnorris@lbusd.org
(949) 497-7750 Ext. 1399

LIBRARY CHECK-OUT POLICY

Textbooks

Classrooms, support classes, and the LBHS Library have textbooks available for student use during school hours. At the beginning of the year, students may check out one set of textbooks to be kept at home. These are meant to stay at home until the end-of-year final exams when they must be returned to the library in good condition. Students who fail to return checked-out items may be assessed fines, blocked from further check-outs, and/or excluded from graduation ceremonies.

Chromebooks

Students at LBHS are provided a Chromebook while enrolled. Personal devices are welcomed but not required. Each student is expected to bring their charged device to each class daily. Loaner devices are available for check-out from the library for students who forget their devices. Students and parents must have a signed Chromebook Agreement on file to check out a school Chromebook. Students may utilize the school-issued Chromebook for as long as they are enrolled at LBHS. Chromebooks must be maintained and returned in satisfactory working condition to avoid fines.

LIBRARY SERVICES

Printing: There are two computers in the library designated for student printing. In addition, students may share their documents with either of the librarians, who will print them and have them ready for pick-up. (There is NO color printer in the library.)

- **Copies:** Students who need copies made (of school-related materials ONLY) may ask either of the librarians to make them.
- **Charging of Devices:** The “Breaker Fuel” cabinet in the library features individual lockers where students can plug in their phones or computers for charging. Chargers for Macs, HP Chromebooks, and iPhones are supplied.
- **Day Use Only Items:** The library has a limited number of Chromebooks, chargers, calculators, and headphones that may be checked out as needed for a class period/one day only. These items MUST be returned the same day.
- **Glass Rooms:** The library has four small glass rooms that may be reserved for use. Each room has a large-screen TV/Apple TV for presentations. Contact either of the librarians to make a reservation.

***Please do not leave personal items unattended
at any time on the LBHS campus.***

CAMPUS POLICIES

DRESS CODE POLICY – APPEARANCE STANDARDS

Board Policy 5023, C.E.C. 35183 and 351183.5

Violations of this dress code will be dealt with accordingly and consistently with California Education Code §48900 through §48935. Specifically, continual or habitual violation of the dress code will be considered a violation of California Education Code §48900(k), which provides for the suspension or expulsion of pupils if they have:

“disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.”

BASIC PRINCIPLE

Laguna Beach High School expects that all students will dress in a way that is appropriate for the school day or for any school or district-sponsored event. Student dress choices should respect LBUSD’s and LBHS’s intent to sustain a community that is inclusive of a diverse range of identities. Any restrictions to the way a student dresses are deemed necessary to support the overall educational goals of the school and are explained within the LBHS dress code.

STUDENTS MUST WEAR*

(while following the basic principle):

- A **shirt** (with fabric in the front, back, and sides), AND
- **Pants/jeans or the equivalent** (e.g. a skirt, sweatpants, leggings, a dress, or shorts)

AND

- **Shoes**

**Courses that include attire as part of the curriculum (e.g. athletics, PE, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire.*

STUDENTS MAY WEAR

- Religious headwear
- Hats, caps, beanies
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff)
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”
- Pajama pants
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps and halter tops (must have straps)
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate the basic principle).

The following items of clothing (including but not limited to) **ARE UNACCEPTABLE AT Laguna Beach HS:**

- Images or language depicting violence, drugs, alcohol, or any illegal item or activity
- Hate speech, profanity, pornography
- Strapless tops
- Images or language that creates a hostile or intimidating environment based on any protected class or marginalized groups
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed, as long as this is done in a way that does not violate the basic principles above)

- Bottoms that expose the buttocks (Sagging bottoms that expose the top of the buttocks or undergarments. Short bottoms that expose the bottom of the buttocks)
- Swimsuits (except as required in class or athletic practice)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face (except as a religious observance)
- Clothing or articles that may be construed as being affiliated with gang activity or gang culture (e.g. head coverings, scarves, bags, backpacks, shoes, accessories, etc.)

DRESS CODE ENFORCEMENT

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have the discretion to vary requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined above. Students in violation will be provided three (3) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - Students will be provided with temporary clothing to be dressed more to code for the remainder of the day.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - Kneeling or bending over to check attire fit or measuring straps or skirt length
 - Asking students to account for their attire in the classroom or hallways in front of others
 - Accusing students of "distracting" other students with their clothing

CONSEQUENCES for ongoing DRESS CODE VIOLATIONS

The goal is to be supportive and interactive in this process. The Laguna Beach HS Administration expects a reasonable and rational approach to student dress code and attire. If the dress code issues become ongoing with specific students and/or circumstances, the following progressive discipline plan will be implemented.

- First Offense: Verbal warning and asked to change out of the unacceptable clothing. If a student is unable to change out of unacceptable clothing, clothing will be offered to the student from the Admin Office. The parent is notified.
- Second Offense: The parent is notified that a change of clothing is necessary before the student is permitted to return to class. One hour of detention will be assigned to the student.
- Third Offense: A parent/student/administrator conference will be held, and a Dress Code Behavior Contract will be drawn up. Saturday School detention will be assigned to the student.
- Additional Offenses: Parents will be notified and additional disciplinary action for the repeated offenses will be determined by an Administrator.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, and prom. Students who feel they have been subject to discriminatory enforcement of the dress code should contact their assistant principal.

EMERGENCY MESSAGES ONLY TO STUDENTS

Emergency messages should be sent to students through the Main Office Line at (949) 497-7750.

PERSONAL DELIVERIES TO STUDENTS OR PERSONAL MESSAGES

LBHS is a closed campus. delivery items such as lunch, snacks, gifts, sports equipment, clothes, and other items **cannot** be delivered to classrooms or students on campus. The privilege of ordering food for student delivery can act as a major distraction to classrooms and learning. Please be respectful of student learning and use discretion with these services. The student may only pick up food during non-instructional time (break/lunch). Food deliveries are subject to change at any time of the year. A non-supervised courtesy table will be near the stair deck by the front of the school and may be subject to visits by local wildlife. This table will not be monitored; items left are entirely at risk of theft and may be left on the ground. All food items will be disposed of at the end of the school day.

PROHIBITED ITEMS ON CAMPUS

For reasons of safety, security, and classroom disruption, the following are not to be brought on campus: **wallet chains, laser pointers, skates, and scooters**. Because they are considered a mode of transportation, **electric bicycles, bicycles, and skateboards may be ridden to and from school but may not be ridden on campus at any time**. Bike racks are located at the Saint Ann's Track Gate, the Short Street Track Gate, and the Park Street Gate across from the pool. LBUSD is not responsible for lost/stolen items. Please secure properly to racks provided.

Weapons, weapon facsimiles, knives, fireworks, drugs, alcohol, cigarettes, chewing tobacco, e-cigarettes, vape devices, and related paraphernalia, are not permitted to be brought on campus. Students found in possession of any of these items are in violation of applicable California Education, civil and criminal laws. Disciplinary action will be taken and additional demerits may be issued to students in violation of these rules.

VISITORS

ALL visitors are subject to current health guidelines. All visitors, including parent volunteers, are required to sign in at the Administration Office, present identification with a photo, and wear a Visitor Pass badge while on campus. All visitors to LBHS are subject to approval/denial by an administrator.

Students from other schools, and students' friends or relatives, who are not enrolled in Laguna Beach High School, and visiting LBHS Alumni **are not permitted to visit during school hours**.

LBHS is a closed campus per Board Policy 5112.5, C.E.C. 44805.5, and 44808

BIKE/E-BIKE EXPECTATIONS

Students may use bicycles (including eBikes*) to come to or leave school, under the following conditions:

1. Walk your bicycle at all times on campus.
2. With your own lock, you must secure your bicycle in the designated lock-up area.
3. Secured helmets are mandatory when riding your bicycle.
4. The school is not responsible for any damage, theft, or personal injury.
5. Must not be parked/block any ingress or egress areas of the campus.
6. Must be parked in the designated area(s). LBHS has 6 bike rack locations on campus.
7. Any of these items left in undesignated areas may be moved and/or subject to confiscation and parent pick-up.
8. LBHS is not responsible for property damage resulting in the necessity to move items that are posing a safety concern and/or not parked in designated areas.

*Use of Class 3 eBikes (Per CA AB 1096), requires the operator to be a minimum of 16 years old.

LBHS DISCIPLINE MATRIX

MINOR OFFENSES:

Academic Dishonesty
Cell Phone
Defiance
Disruption
Dress Code
Inappropriate Language
Inappropriate Display of Affection
Peer Conflict
Prohibited Items
Property Misuse
Technology Violation
Tardies
Truancy/Off Campus

MINOR CONSEQUENCES:

Verbal Warning/Redirection
Parent Contact/Conference
Lunch Detention
Before or After School Detention
Referral to Administrator

MAJOR OFFENSES:

Bullying/Harassment/Taunting
Excessive Minor Offenses
Fighting/Assault/Aggression
Hate Speech
Sexual Harassment
Controlled Substances/ Paraphernalia
Weapons/Dangerous Objects
Graffiti/Paraphernalia
Vandalism/Property Damage

MAJOR CONSEQUENCES:

Teacher Referral
Administrative Conference
Detention
Saturday School
Behavior Contract
Attendance Contract
Suspension
Expulsion

Demerits: Attendance violations, detention, and Saturday School will be added to a student's total demerits. ALL demerits must be cleared for a student to participate in LBHS special events (dances, senior activities, graduation, etc.).

ACADEMIC GUIDELINES

The 2024 – 2025 Course Catalog

GRADUATION REQUIREMENTS

Laguna Beach High School students must complete 230 credits to be eligible for graduation. While courses may satisfy LBHS graduation requirements, the courses do not necessarily satisfy eligibility criteria for universities, colleges, or athletic associations such as NCAA or NAIA.

English		40 credits
Social Science 9th: Multicultural Studies, AP Human Geography, or Global Studies 10th: World History or AP European History 11th: US History or AP US History 12th: Econ/American Gov or AP Econ/AP American Gov	5 credits 10 credits 10 credits 10 credits	35 credits
Sciences Physical Science: (e.g., Integrated Science 1 & 3 and AP Physics) Life Science Subject: (e.g., Integrated Science 2, AP Biology, Marine Ecology, Anatomy, and Physiology)	10 credits 10 credits	20 credits
Mathematics ¹ Must complete Algebra		30 credits
Physical Education		20
Visual Arts & Performing Arts		10
World Languages		10
Health		5
Electives		60
	TOTAL CREDITS	230

¹ Algebra I credit from middle school satisfies the Algebra I requirement. However, it does not count toward the 30-credit high school requirement.

² LBUSD School Board Policy 6146.1 requires all students to complete 20 credits of PE for graduation. Freshmen are required to be enrolled in a physical education course (sport, dance, cheer, band, etc.) for one semester (CA Ed Code 51222). If a student does not enroll in a PE class or a sport for one semester during 9th and 10th grade, they will be considered deficient in PE credit. As of 2017, the Laguna Beach Unified School District permits students to be exempt from the State/District required regular P.E. class IF they are participating in an approved Independent Study-Physical Education program. Please refer to the ISPE description under "Interscholastic Athletics."

³ A student may satisfy the ten-credit foreign language requirement through an accredited institution with prior written approval from his/her counselor (AR 6146.11). Transcripts from an outside accredited institution must be provided to the registrar upon the student's completion of the approved course. Once the student satisfies the required ten credits, additional credits earned in a foreign language will be credited toward the 60-credit elective requirement.

COMMUNITY SERVICE

To promote civic awareness and volunteerism, Laguna Beach High School requires all students to perform forty **(40) hours of community service** as part of the student's graduation requirement. Students must complete five (5) hours for each semester enrolled at Laguna Beach High School for a total of forty (40) hours. The total hours will be adjusted for students who do not attend LBHS all four years. Community service hours must be completed through a non-profit agency which may include community/school, opportunities, city, youth, and environmental projects, and student tutoring. For specific guidelines and further clarification, please contact the LBHS Community Service Coordinator. The administration reserves the right to adjust this requirement during 23-24. Definition of Community Service: the giving of one's time, efforts, and skills **outside of School class time** to benefit the community (local or global), without monetary compensation.

Examples of Not-For-Profit opportunities to earn community service hours:

Examples of Not-for-Profit community service hours would include volunteering in Hospitals, food kitchens, shelters, senior centers, convalescent homes, and at the YMCA/Boys and Girls Clubs. Other activities that may also qualify include building shelters, coaching/refereeing for non-profit sports organizations, participating in organized non-profit/volunteer programs such as literacy promotion projects, working in Community Outreach programs, and working on pre-approved special projects.

Visit the [Community Service](#) page for more information and access to resources.

All community service hours submitted are subject to approval by the LBHS Community Service Coordinator/Administration. For the Class of 2025, as you navigate your senior coursework and out-of-school activities, please note that if you can accomplish your community service requirement safely, we would like to know about it.

HOMEWORK

Assignments and the time required for completion may vary. Students and parents may reference the Course Catalog for general homework information. Homework for certain courses may exceed the minimum time requirements. Special projects, semester notebooks, and/or long-term assignments can occur over extended periods and include weekend work.

Students enrolled in rigorous honors and advanced placement courses should expect homework to exceed the district standard.

Students/parents may request homework directly from teachers through their voicemail or email. In addition, students can refer to the teachers' **2024-2025 CANVAS** page. For questions or assistance on CANVAS, please email Mr. Jun Shen at jshen@lbusd.org.

ACCELERATION AND ENRICHMENT

In accordance with Board Policy 6146.11, students need prior approval from their counselor and administration to take a course for acceleration or enrichment outside of LBHS. Please request an "Off-Site Enrollment Contract" from your counselor and submit it signed before course enrollment.

For students interested in taking community college courses, please see Mrs. Lynn Gregory in the College and Career Center located in the library. Mrs. Gregory can also be reached by email at lgregory@lbusd.org or by phone at (949) 497-7750 ext. 1397. Please note that course enrollment for acceleration for the purpose of class placement is not recorded on the LBHS transcript. Students may provide other institution transcripts if the coursework is proven to be completed.

It is the responsibility of the parent/student to determine if any **non-LBUSD courses** meet UC/CSU a-g requirements, NCAA requirements, or any other college admission requirements. **LBUSD is not responsible if a student takes a course that does not meet these requirements.**

EDUCATION FOR ADULT STUDENTS/ALTERNATIVE EDUCATION

Students completing graduation requirements for the Adult Education diploma who are no longer enrolled in LBHS and do not participate in the high school graduation ceremony or senior class activities, bypassing the:

**General Educational Development (GED) Test,
The California High School Proficiency Exam (CHSPE), or a
California High School Equivalency Test (HiSET)**

Please contact an LBHS counselor if there are any questions.

COURSE CREDIT GUIDELINES and GRADING POLICIES

COURSE LOAD REQUIREMENTS

In accordance with Education Code 46145, students must be enrolled in a minimum of five classes. After-school classes are held to the same standard as regular school-day classes for attendance and grading standards to receive credit. Students who have five courses listed on his/her schedule and intend to participate in a sport or after-school course which results in an open period in their schedule are not given a choice of when the open period occurs. LBHS will not accommodate requests for specific open periods, placement of courses for specific periods, or teacher requests. College admission is highly determined by academic rigor and the strength of schedules.

GRADES/PROGRESS REPORTS

Parents and students may view all grades in the student's Canvas LMS Portal account located in the student's Beachport. Students may download a hard copy of the student's progress report through Aeries.

CHANGING or DROPPING A CLASS

To initiate a request to **change** or **drop** a class, the student **MUST complete a "Request for Schedule Change Form."** However, students must maintain the minimum class load required. **THIS REQUEST MUST BE COMPLETED BEFORE THE "DROP CLASS DEADLINE."** Contact your counselor for more information.

WITHDRAW/FAIL GRADE AFTER DROP DEADLINE HAS PASSED

Students transferring or dropping a class after the designated **Drop Deadline** date may receive a **"W/F"** (**Withdraw Fail**) grade. **Please see your counselor to receive the specific Drop Deadline dates.**

Students who receive a grade of "WF" during any progress report will also have the grade of "WF" recorded for that same course on their transcript. **THIS MAY INCLUDE SPORTS AND EXTRA-CURRICULAR CLASSES. A grade of "WF" is computed as a failed grade and will impact the student's transcript grade point average (GPA).** *Therefore, this decision must be made thoughtfully.* Counselor and administrative team consultations are required.

FINAL TRANSCRIPTS

Final Transcripts are not prepared or released until **all grade levels** have completed final exams and all the grades have been submitted by all teachers. This date is approximately 2 weeks after the grades have been submitted.

GRADING PROCEDURES

As per Board Policy No. 6012, progress report cards and semester grades will be recorded and made available through the Aeries student/parent portal.

High school courses are typically awarded five credits in each course per semester. Semester grades and credits are placed onto a student's transcript. High school semester grade points will be calculated for courses on the following numerical value. Total points by total credits taken determine the grade point average (GPA). Each academic year has two semesters, Fall and Spring. Letter grades are issued as follows:

Mark	Definition	Standard Weight	Advanced Placement Weight
A	Very High Achievement	4	5
B	High Achievement	3	4
C	Moderate Achievement	2	3
D	Low Achievement	1	1
F	Failure	0	0
W	Withdraw without penalty		
WF	Withdrawal with failing grade, counts as an F in GPA calculation	0	0

Students can always submit their previous high school transcripts to the Universities for evaluation. Honors courses are approved on a school-by-school basis by the University of California, therefore students who transfer into Laguna Beach high school with honors credits on their transcript may be subject to specific transfer policies in interpreting coursework from other schools.

GRADE EXCEPTIONS

INCOMPLETE (I) - This grade may be assigned to students who have excessive excused absences due to illness or injury and must provide medical documentation to the teacher/coach and counselor. The student will have to participate in a **Student Study Team (SST)** meeting, to decide whether it is in the student's best interest to take an **Incomplete grade**. **If the student agrees to the Incomplete status**, the student must make up the **Incomplete** within the time limit *determined* by the **SST with any necessary medical documentation**. **If the student fails to make up the Incomplete grade within the reasonable time limit documented, the Incomplete grade will convert to an "F"**.

NO MARK (NM) - An "NM" grade may be assigned to a student who has only been enrolled in the school or course for a minimum period of time. Ten days or less of seat time in the course and the teacher is unable to determine a grade and no transfer grade is available.

WITHDRAW FAIL (WF) - See the description above under "**Withdraw/Fail Grade After Drop Deadline Has Passed**" under the "**Course Credit Guidelines and Grading Policies**."

QUITTING OR REMOVAL FROM A SPORT OR EXTRACURRICULAR CLASS - Before quitting or being removed from a sport or extracurricular class, *THE STUDENT MUST MEET WITH THE COACH/TEACHER, ATHLETIC DIRECTOR, PARENT/GUARDIAN, and ADMINISTRATOR to discuss the situation and the resulting grade or alternative solution*. **It is the student's responsibility to maintain the proper number of courses required each semester. Students should consult with their counselor BEFORE a course is dropped to avoid a possible W/F.**

GRADING POLICY REGARDING INJURIES - If an injury requires a student-athlete to miss a significant number of workouts and/or interscholastic contests, the student-athlete will be referred to the Athletic Director to possibly enroll in a physical education class in order to satisfy the graduation requirement for physical education. (See the “Athletics Policies and Procedures” section of the student handbook.)

REPEATING COURSES (Grade Replacement) - Students may choose to repeat a course in which they have previously earned a “D” or “F” grade and have the new grade and credit added to their transcript. The original grade remains listed on the transcript with a repeat symbol. Students may repeat courses through one of the following options:

- Retake the exact course during summer school or the following school year at LBHS (provided the class is available, there is seat availability and the class fits in the student’s schedule)
- Retake the course online through LBHS credit recovery during the school year
- Retake the course at your own expense at an accredited institution other than LBHS. This must include an off-site request form and have prior counselor approval on the ***Off-Site Course Enrollment Contract***.

Students are responsible for providing **official transcripts from the off-site institution** to the LBHS registrar for inclusion on the LBHS transcript. If a student repeats the same exact course in which they earned a grade of D or F, the original grade remains on the transcript, **but** the former grade and credit will **no longer** be calculated as part of the GPA. The new grade and credits will be added to the transcript and included in the new GPA/credit calculations.

TRANSFER GRADES - Students who transfer into LBHS and have participated in classes entitled “honors” with extra weight may have their transcript evaluated to consider if the “honors” course merits extra points on the LBHS transcript. Extra weight is not granted based on the name of the course. Students who transfer into LBHS who have participated in AP and/or IB courses will be given extra weight subject to verification that the curriculum is not “Pre AP/IB” and follows the College Board course audit standards.

PARTIAL CREDIT - In accordance with District guidelines, LBHS may issue partial credit on the student’s transcript to a student who withdraws from school before the end of a semester grading period when coursework is not offered at the next school site.

GRADE POINT AVERAGES (GPA)

Multiple types of GPAs are calculated within the student information system. GPAs are viewable in the parent/student online Aeries SIS Portal account and can be confused with specific GPAs listed on the student’s transcripts.

Below is an example of the LBHS Transcript and a description of each type of GPA. For specific questions, please contact the Registrar Mrs. Ellen Oxales at eoales@lbusd.org.

	Weighted	Non-Wgtd
Acad GPA (9-12)	3.5111	3.4222
Acad GPA (10-12)	3.5455	3.4242
Total GPA (9-12)	3.5686	3.4902
Credit Attempted:	265.00	
Credit Completed:	255.00	
Class Size:	240	
Class Rank:	101	10-12 Rank: 97

Ranked by Weighted Academic GPA

LBHS TRANSCRIPT SAMPLE FORM

Academic GPA (9-12) Weighted: Excludes any course that meets the PE credit requirement as well as some support courses. Includes an additional grade point for weighted courses (+) passed with a C or better in the weighted course. Courses that are excluded from the GPA are reflected on the transcript with an (*) symbol.

- *Used for class rank determination and on most college application forms*
- *Used for graduation honors.*

Academic GPA (9-12) Non-Weighted: Excludes any course that meets the PE credit requirement as well as some support courses and does not include an additional grade point for weight.

Academic GPA (10-12) Weighted: Excludes any course that meets the PE credit requirement as well as some support courses and all courses are taken before the 10th-grade year. Includes an additional grade point for weighted courses passed with a C or higher.

- *Considered the “UC GPA”*

Academic GPA (10-12) Non-Weighted: Excludes any course that meets the PE credit requirement as well as some support courses and all courses are taken before the 10th-grade year. Excludes the additional points for weighted courses that a student has taken.

- *Used for Cal Grant GPA*

Total GPA (9-12) Weighted: Includes ALL courses that a student has taken; includes an additional grade point for weighted courses that a student has taken and passed with a C or better in the weighted course.

- *Used for Athletic Recognition Awards*

Total GPA (9-12) Non-Weighted: Includes ALL courses not including the additional grade point for weighted courses that a student has taken.

- *Used for the Ineligibility Report for sports/extra-curricular activities – CIF rules*

Progress grades are used to determine sports and/or performance eligibility **as well as many good student discounts for insurance.**

GRADE POINT AVERAGE DISTINCTIONS

HONOR ROLL POLICY

Student Honor Roll is recognized with a “Gold Card” and gift certificates to local vendors. These awards are generously provided by the LBHS Academic Booster Club/PTA.

Criteria: Students must achieve an “Academic Weighted GPA” of 3.5 or above for the student’s prior semester grades.

- 3.5-3.74 = Principal’s Honor Roll
- 3.75 and above = Superintendent’s Honor Roll
- Scholar-Athlete = Varsity Athlete who has a 3.75 or higher while playing a varsity sport.

GRADUATION HONORS

Students must meet all LBHS graduation requirements before the evening of graduation in order to participate in the ceremony. A serious violation of the disciplinary policies as outlined in this Student Handbook may prevent a senior from participating in the graduation ceremony. Final approval is at the discretion of the administration. Specific graduation honors calculations are listed below:

The following honors will be given to graduating seniors:

GPA	Honor	Commencement Program
3.5– 3.749	Gold Tassel	Cum Laude
3.75 – 3.99	Gold Tassel	Magna Cum Laude
4.00 +	Gold Tassel/Cord	Summa Cum Laude
Second Highest <u>Academic</u> GPA*	Gold Tassel/Cord	Salutatorian(s)
Highest <u>Academic</u> GPA	Gold Tassel/Cord/Medallion	Valedictorian

The student with the single highest academic GPA in the class will be honored as the Valedictorian. The student(s) with the second-highest academic GPA will be honored as the Salutatorian(s).

All the above-mentioned honors are determined by the students' academic 9-12 weighted GPA **through 12th grade first semester only**. Second-semester grades are not part of the calculation.

*The Salutatorian(s) is/are identified by the second-highest academic 9-12 weighted GPA to the nearest 10th of a percentage point below the Valedictorian. There can be more than one Salutatorian and they are honored equally.

TRANSCRIPT REQUESTS

Transcripts are requested electronically through www.parchment.com. Transcripts requested online are sent securely to the colleges, NCAA, scholarship funds, and many other organizations.

You will need the following information to set up a Parchment account to order your transcripts:

- Full name at graduation
- The E-mail address and password
- Telephone number and address
- Addresses of the destinations of your transcripts

For further information, contact:

Mrs. Ellen Oxales, LBHS Registrar: Email: eoxtales@lbusd.org Ph: (949) 497-7750 Ext. 1210

STANDARDIZED ACHIEVEMENT TESTING

PSAT– Gr. 11 - Optional testing will be provided in person at LBHS on the national testing date in October. The PSAT will screen 11th grade students for the National Merit Scholarship Program (NMSQT), an academic competition for recognition and scholarships.

California State Fitness Testing – Gr. 9 - A state-mandated Physical Fitness test for all 9th-grade students.

California Science Test (CAST) – Gr. 11 - A state-mandated California Science Test given to all 11th-grade students.

California Assessment for Student Performance and Progress (CAASPP) - Gr. 11 - State-mandated tests given to all 11th-grade students in the subjects of English Language Arts and Mathematics.

Advanced Placement Test (AP) – Gr. 9 – 12 - Advanced Placement tests are available in all AP subject areas. Passing scores may result in college credit. All students enrolled in an AP class are expected to take the AP exams in May. Please consult www.collegeboard.org for additional information.

FINAL EXAM POLICIES & PROCEDURES

The high school yearly calendars and final exam schedules are customarily determined by the Laguna Beach Unified School District Board of Education.

ILLNESS DURING FINALS

If a student is ill on the day of a final exam, the student should email their teacher(s) AS SOON AS POSSIBLE and **arrange a make-up date**. If the final exam is not made up prior to the teacher's grading deadline, the student will initially receive a final exam score of zero or the lowest failing grade. **After the make-up exam is completed**, the teacher will complete a grade change form to have the revised grade updated on the student's transcript.

PRE-APPROVED LATE FINAL EXAMS

In the rare circumstance when final exams must be missed due to a pre-scheduled conflict, students may petition the **Principal** to take late exams by submitting a **Late Final Exam Petition Form**. **Only petition forms submitted TWO (2) WEEKS in advance of the scheduled exam will be reviewed**. The **Late Final Exam Petition Form** is available from the Principal's Office.

NOTE: Final exams may have a significant impact on graduating seniors and college admission status. It is the responsibility of the student to communicate special circumstances directly with their prospective colleges and universities. Senior Final Exams are usually one week prior to grades 9, 10, and 11.

DEADLINES FOR COMPLETING LATE FINAL EXAMS

Students must complete late final exams within ten (10) business days after the original final exam date.

Teachers are expected to submit an initial grade of zero or the lowest possible score until the final exam is taken and graded. *After the late final exam is taken and graded*, the teacher will submit a **Grade Change Form** to the Registrar to update the grade and the transcript. ***FAILURE TO COMPLETE the final exam(s) within the (ten) 10 business days, will result in a final exam score of zero.***

NO EARLY EXAMS WILL BE GRANTED UNDER ANY CIRCUMSTANCE.

UC AND CSU ADMISSION REQUIREMENTS

For both the University of California (UC) and California State University (CSU) systems, the minimum Freshman admission requirements include 15 year-long college preparatory courses (equivalent to 30 semesters) with a required grade of C or better. They are as follows:

UNIVERSITY OF CALIFORNIA ADMISSIONS

In addition to the student's 15 college-preparatory courses (A-G courses), at least 11 courses must be completed prior to the beginning of your last year of high school. In addition, the student must:

1. Earn a grade point average (GPA) of 3.0 or better (3.4 if you are a nonresident) in these courses with no grade lower than a C.
2. Meet the examination requirement by taking the ACT Plus Writing, the SAT, or SAT with Essay, by December of your senior year. While SAT Subject Tests are not required, certain programs on some UC campuses recommend them. In addition, SAT Subject Tests can be used to satisfy the "A-G" requirements listed below.

PLEASE CHECK WITH YOUR COLLEGE OF CHOICE REGARDING THEIR ACT/SAT REQUIREMENTS.

For more information visit: [UC Freshman Requirements](#) [UC Admissions Home Page](#)

"A through G" Course List

a. <u>History/Social Science</u>	2 years
b. <u>English</u>	4 years
c. <u>Mathematics</u>	3 years
d. <u>Laboratory Science</u>	2 years
e. <u>Language other than English</u> *or equivalent to the 2nd level of high school instruction	2 years*
f. <u>Visual and Performing Arts</u>	1-year
g. <u>College-Preparatory Elective</u> (chosen from the subjects listed above or another course approved by the university)	1-year

CALIFORNIA STATE UNIVERSITY (CSU) ADMISSIONS

Admission offices at the 23 CSU campuses use three factors to determine eligibility:

1. **Specific high school courses (referred to as the "A-G" courses)**: A grade of C or better is required for each course taken to meet any subject requirement.
2. **Grades in "A-G" courses and test scores**: The grades you earn in high school are the most important factor in CSU admission decisions. Your high school grade point average is calculated using your grades in all your college prep "A-G" classes completed after the 9th grade.
Test scores are required unless you have a grade point average (GPA) above 3.00 and are a resident of California. The CSU uses a calculation called an Eligibility Index that combines your high school grade point average with the score you earn on either the SAT or ACT tests.

For GPAs above 3.00, it is still useful to take either the SAT or ACT, as the score may indicate whether you would be required to take English and math placement tests after you are admitted. The Eligibility Index for out-of-state students is higher and admission requirements for international students are somewhat different.

While SAT/ACT test scores are not required to establish the admission eligibility of California residents with a high school GPA of 3.00 or above (for nonresidents GPA must be 3.61 or above), [impacted campuses](#) and impacted first-time freshmen enrollment categories often include test scores among the supplemental criteria required of all applicants to those campuses and enrollment categories. If you have your high school GPA and the results of your SAT or ACT test, then you can calculate your eligibility index. From there you can quickly see whether you meet the minimum admission standards. Remember, some campuses have higher standards for particular majors or for students who live outside the local campus area.

3. **Graduation from high school:** For admission to the CSU, graduation from high school and receipt of a high school diploma are required. For additional information visit [Freshman | CSU](#).

CAREER TECHNICAL EDUCATION (CTE)

[Career Technical Education](#), part of the California Department of Education, is a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge, to provide students with a pathway to postsecondary education and careers. CTE information is available in the College and Career Center located in the library where Mrs. Lynn Gregory lgregory@lbusd.org or Ms. Kellee Shearer kshearer@lbusd.org are available for guidance.

School counselors are also available to support students with discovering CTE programs and course selection for college admission.

Laguna Beach High School [Counseling Department](#)

Laguna Beach High School [College and Career Center](#)

ATTENDANCE POLICIES

Laguna Beach High School recognizes there is a direct correlation between regular attendance and success in school. **Excessive absences, for any reason, will impact student success and may result in failing grades and/or loss of credit due to deficiencies in-class participation, quizzes, discussion, cooperative group projects, and lab assignments.**

State law requires that a child between the ages of 6 and 18 attend school. Pursuant to Education Code 48260, any student subject to compulsory full-time education or to compulsory continuing education, who is absent from school without a valid excuse (per Education Code 48205).

Your student's **full-day** absence must be reported by a parent/guardian to the **ATTENDANCE OFFICE** via email at: ATTENDANCE@LBUSD.ORG.

LEAVING SCHOOL EARLY

It is sometimes necessary for a student to leave before the school day is over. In this case, a parent/guardian must contact the Attendance Office (**not your student's teacher**) prior to leaving campus. **It is the responsibility of the student to come to the Attendance Office before leaving campus to sign out** to receive an **Off-Campus Pass**. Students who leave campus without permission and/or sign out improperly are considered **TRUANT** and will be subject to disciplinary action.

Email the **ATTENDANCE OFFICE BY 8:30 AM** (or prior day) to: ATTENDANCE@LBUSD.ORG

You must include the following information:

1. **Student's FULL Name (First Name & Last Name)**
2. **Grade**
3. **Time student will need to leave campus**
4. **Reason for leaving**
5. **Time student will be returning to school, if applicable**

****Appropriate advanced notice is required to allow for a Call Slip to be processed and delivered to a student's classroom at the beginning of the period, as we do not interrupt instructional time.*

PROCEDURE ONCE EARLY RELEASE NOTIFICATION HAS BEEN RECEIVED:

Once an early release notification has been received from the parent/guardian:

1. A "**CALL SLIP**" will be created and delivered to the teacher at the beginning of the class period.
2. Before leaving, students **MUST REPORT** to the Attendance Office to **SIGN OUT**.
3. Students will receive an **OFF-CAMPUS PASS**.
4. Upon returning to school, students will receive a **RE-ADMIT PASS** back to class. **Students should NOT go directly to class without checking in.** Students who arrive back to campus without signing IN properly will be subject to disciplinary action.

****ON RETURNING TO SCHOOL, STUDENTS MUST CHECK IN WITH THE ATTENDANCE OFFICE.****
Students should NOT proceed to their class without a RE-ADMIT PASS.

EARLY RELEASE DURING FLEX TUTORIAL TIMES:

Due to the flexible nature of this year's tutorial, we will be unable to deliver Call Slips for an Early Release during tutorial. Please schedule appointments either before or after.

UPON ARRIVAL TO SCHOOL

Students are required to **proceed directly to the Attendance Office**, upon arrival, to **sign back into school** and receive his/her **Re-Admit Pass** back to class. **Students should NOT proceed to their class without a RE-ADMIT PASS.**

For **Doctor's Appointments**: Please ask your student to arrive with a **doctor's note** to clear the absence.

ILLNESS DURING SCHOOL

If your student becomes ill during the course of a school day, the **student will request a pass for the Health Office from the teacher** and **REPORT DIRECTLY TO THE HEALTH OFFICE**. **Students should NOT contact a parent/guardian to pick them up.**

- The **HEALTH CLERK WILL CONTACT A PARENT** to either pick up the student or release the student to go home, according to the parent's direction.
- Before leaving, **students MUST check out through the HEALTH OFFICE and the ATTENDANCE OFFICE** prior to leaving campus.
- Failure to check out properly is a **TRUANCY** and will result in a meeting with Administration and/or the possibility of an Attendance or Behavior Contract.

CONSEQUENCES FOR NOT CHECKING IN & OUT

Students will be considered **TRUANT** and will meet with Administration to reiterate Check-IN / Check-OUT policy and procedure, which may result in an Attendance and/or Behavior Contract. Additional administrative consequences may apply.

CLEARING ABSENCES

Any absence that is not cleared by the office within **72 HOURS** will be considered an **UNEXCUSED ABSENCE** and disciplinary action may be taken by LBHS Administration. Students are expected to be responsible for their own attendance records. The school suggests the following: regularly review student attendance in AERIES (either website or mobile app), have your student check with teachers (especially on sub days) to verify roll, and parents/guardians should respond immediately when uncleared absence calls/emails are received.

- Parents/guardians must contact ATTENDANCE@LBUSD.ORG within **72 HOURS** regarding a student's absence. **Failure to do so will result in an Unexcused Absence.**
- Excessive absences will result in a request for documentation and a meeting with LBHS Administration.
- Absences exceeding **three (3) or more consecutive days** will **REQUIRE** documentation and/or written explanation.

TEACHER/SUB ERRORS

For **circumstances pertaining to a teacher/substitute absence error**: Kindly ask your student to come the attendance window to obtain an **Absence Reporting Form** for teacher signature, then correction by the Attendance Office.

INDEPENDENT STUDY / EXTENDED ABSENCES

Students who are not able to attend school for a period of one (1) days to fifteen (15) cumulative days over the course of the year may request approval for Short Term Independent Study to allow the student the opportunity to maintain academic progress in his/her classes and to allow the District to recover the absences.

Eligibility: Advanced approval by the principal or designee is required. Circumstances resulting in the need for Short Term Independent Study include, but are not limited to; extended absences for family reasons, student employment opportunities, advanced sports activities, and/or short-term medical or health issues.

PARTICIPATION IN SCHOOL ACTIVITIES & ATTENDANCE

At least 50% of school day attendance is required to participate in all school-sponsored athletics, extra-curricular or co-curricular activities, or in order to practice/play/perform that day or night. A doctor's appointment is **excused ONLY with written proof from the doctor's office. Notes WILL NOT BE ACCEPTED from parents/and or family members who are doctors.**

EXCUSED ABSENCES

The California [Education Code](#) states that a student shall be excused from school when the absence is due to one of the following:

1. Due to illness. Parent/guardian must email: ATTENDANCE@LBUSD.ORG for all absences, due to illness. **If the absence is not cleared within 72 HOURS, it will be considered UNEXCUSED.**
2. Due to quarantine under the direction of a county or city health officer. **Documentation must be emailed to ATTENDANCE@LBUSD.ORG.**
3. Due to medical/dental appointments. **Documentation must be provided to the Attendance Office upon return to class(es). If the student fails to provide the required documentation within 72 HOURS, it will be considered UNEXCUSED.**
4. For the purpose of attending the funeral services of a member of the student's immediate family, so long as the absence is not more than one (1) day, if the service is conducted in California, and not more than three (3) days, if the service is conducted outside California. Parents/guardians must email ATTENDANCE@LBUSD.ORG prior to days absent.
5. For the purpose of jury duty in the manner provided for by law. **Documentation must be emailed to ATTENDANCE@LBUSD.ORG.**
6. Due to the illness or medical appointment of a child of whom the student is the custodial parent. **Documentation must be provided to the Attendance Office upon return to class(es). If the student fails to provide the required documentation within 72 HOURS, it will be considered UNEXCUSED.**
7. For justifiable personal reasons: observance of a holiday or ceremony of the student's religion, attendance at religious retreats, court appearance, or attendance at an educational conference on the legislative/judicial processes offered by a nonprofit organization when the pupil's absence is requested in writing by the parent /guardian and approved by the Principal or a designated representative pursuant to uniform standards established by the governing board. **Documentation must be emailed to ATTENDANCE@LBUSD.ORG.**
8. For the purpose of serving as a member of a prescient board for an election pursuant to Section 12302 of the Elections Code. **Documentation must be provided to the Attendance Office upon return to class(es). If the student fails to provide the required documentation within 72 HOURS, it will be considered UNEXCUSED.**
9. For the purpose of spending time with a member of the student's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Superintendent of the school district.

10. For attending the student's naturalization ceremony to become a United States Citizen. **Documentation must be provided to the Attendance Office upon return to class(es). If the student fails to provide the required documentation within 72 HOURS, it will be considered UNEXCUSED.**

**** ANY AND ALL OTHER ABSENCES ARE CONSIDERED UNEXCUSED ****

UNEXCUSED ABSENCES

An Unexcused Absence is an absence that is NOT REPORTED by a parent/guardian and/or the absence does not meet California Education Code as an Excused Absence.

A student's grade can be negatively affected by an Unexcused Absence. A student may not be allowed to turn in work or take a quiz/test that was given on the day of the Unexcused Absence. In addition, a student's eligibility to participate in school and/or sports events may be denied.

Examples of UNEXCUSED ABSENCES under the California Education Code include the following:

- Vacation, family trip, reunion, out-of-town visitors, wedding
- Oversleeping
- Car trouble, out of gas, missing the bus, traffic conditions, parking issues or traffic citation
- Personal/business reason (including student employment responsibilities)
- Family emergency (undisclosed)

The Attendance Specialist monitors student absences and follows the written policies. The Attendance Specialist is not responsible to provide a variance from the written policies.

**** AN UNEXCUSED ABSENCE IS THE SAME AS A TRUANCY. ****

OFF-CAMPUS PRIVILEGES

Junior and Seniors are permitted to leave campus during mid-morning break ONLY to go to their cars TO DROP OFF or PICK UP SCHOOL MATERIALS and then return IMMEDIATELY to campus. **Junior and Seniors** may leave campus at **LUNCH and OPEN CLASS PERIODS** only if the designated form is completed through data confirmation and an LBHS decal is placed on the student's school ID or reflected on their digital ID.

**** AT NO TIME ARE FRESHMEN AND SOPHOMORES ALLOWED OFF-CAMPUS ****

Students who leave campus without permission and/or signing out properly are considered TRUANT and will be subject to progressive disciplinary action and loss of future off campus privileges.

TARDY POLICIES

If a student arrives less than 5 minutes late to class, the teacher should keep students in class and mark the student tardy with a code of "T."

If a student arrives 5 or more minutes late to class, the student should proceed directly to the Attendance Office where the student will be issued a **TARDY SLIP and will then return to class.**

- "T" is for any student who is tardy to class. Students who arrive at class late create a disruption. As a result, parents are unable to clear a tardy.
- "A" is for any student who is **tardy more than 30 minutes late** to class and per Education Code, all rules pertaining to unexcused absences will also apply to a tardy of 30 minutes or more.

If your student arrives late to school due to medical/dental appointments. **Documentation must be provided to the Attendance Office upon return to class(es). If the student fails to provide the required documentation within 72 HOURS, it will be considered UNEXCUSED.**

TARDY CONSEQUENCES:

At the 5th Tardy (cumulative all classes)	<ul style="list-style-type: none">● One (1) demerit
At the 10th Tardy (cumulative all classes)	<ul style="list-style-type: none">● One (1) demerit● Student Meeting with Site Administrator/Attendance Specialist● Tardy Letter #1 emailed
At the 15th Tardy (cumulative all classes)	<ul style="list-style-type: none">● One (1) demerit● Attendance Meeting with parent/guardian● Student Attendance Contract

**The tardy count will reset at the semester.*

FLEX TUTORIAL PERIOD

We are introducing a new LBHS FLEX Tutorial opportunity for students that has been established around student feedback. This new approach has a flexibility element that allows students to get help, work on assignments, make-up tests, or work with teachers. Additionally, teachers and staff may take the opportunity to assign specific tutorial sessions for students in need of extra support or value-added opportunities. Tutorial options may include:

- Academic support, reteaching, and tutoring
- Test preparation and unit review
- Wellness activities and presentations
- Grade-level specific events (example: Junior Bootcamp, Senior Seminar, etc)
- Clubs and campus culture events (example: student senate, club meetings, etc.)
- College & Career Workshops (example: College Rep Visits, Common App Workshop, Career Chats, etc.)

Tutorial follows periods 5/6 on traditional block days from 1:30-2:05 p.m. **Tutorial attendance is mandatory.** **Students who fail to attend will be marked absent and are subject to disciplinary consequences.**

Students will use their CANVAS calendar of assignments, projects, and tests, and their grades, to plan their tutorial time from a personalized FLEX menu and schedule in FLEX by 12 NOON. It is the student's responsibility to arrive on time to tutorial with study or reading materials.

Students can get help, work on assignments, make-up tests, work with teachers, or pursue an interests or passion during tutorial. Students are expected to follow all classroom expectations during the tutorial period.

Students **MUST** attend their scheduled Tutorial class as a part of their daily instructional minutes.

Students are marked TRUANT if they have an unexcused Tutorial absence or if they attend a tutorial class other than the one they scheduled in the Flex Manager.

Within 48 hours of being marked truant, students will be assigned to a mandatory Tutorial with school administration and will be required to attend a one-hour detention (during 7th or 8th period) on the same day.

This detention will be mandatory regardless of any conflicts with athletic practices or outside-of-school commitments. Failure to attend the assigned detention will result in a one-on-one meeting with the school administration and progressive disciplinary consequences.

TRUANCY

When a student is absent without a valid excuse, the student is considered **TRUANT**, in accordance with California Education Code Section 48260 - Any pupil subject to full-time education who is absent from school without a valid excuse for more than 30 minutes on each of three days in one school year is truant and shall be reported to the attendance supervisor or the superintendent of the school district/designee.

Absences or excessive tardiness for any reason affect your student's education and reduces opportunities for success in school. However, if your student's absence is due to a chronic illness or other unavoidable circumstance, please contact the school Attendance Specialist.

- **Habitual Truant:** A pupil is deemed a **Habitual Truant** if the student is reported as a **truant three (3) or more times per school year**. However, no student shall be deemed a habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent/guardian of the student.

THERE ARE CONSEQUENCES FOR UNVERIFIED/UNEXCUSED ABSENCES/TRUANCY.

DISTRICT ATTENDANCE REVIEW TEAM (DART):

Students with excessive unexcused absences will have a referral made to the District Attendance Review Team (DART) by an Assistant Principal. The LBHS Administrator will contact the District Office who will arrange the date/time of the DART meeting with the parent/guardian and student. Notification will be given to teachers of action being taken. DART may include, but is not limited to, a parent/guardian as well as representatives of the district; county probation department; county welfare department; county office of education; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney's office, and the county public defender's office (Education Code 48321).

The District Attendance Review Team (DART) shall operate in accordance with Education Code 48320- 48325 and procedures established by the Superintendent or designee.

STUDENT ATTENDANCE REVIEW BOARD (SARB):

If attendance does not improve, follow-up will include a referral to the Orange County Department of Education Student Attendance Review Board (SARB).

In accordance with law and administrative regulation, habitual truants may be referred to a School Attendance Review Board (SARB.) The purpose of the SARB is to work collaboratively with the student and the family and explore suggested interventions that will be successful for the student involved.

DEMERIT POLICY AND PROCEDURE

Demerits are assigned to a student for any infraction/violation of school rules and/or policies. Each demerit assigned is the equivalent of one (1) hour of detention (i.e., 1 demerit means the student will serve one (1) hour of detention). Students can receive either one (1) demerit for a minor infraction or up to three (3) demerits for a major infraction. **DEMERITS NEED TO BE SERVED WITHIN ONE WEEK OF NOTIFICATION.** Demerits can be served in Room 20. A calendar of all scheduled detentions and Saturday Schools is available on the LBHS Canvas page.

Administration determines whether an infraction is either “minor” or “major” in accordance with school discipline policies. Serious violations of the California Education Code may result in suspension, expulsion, and/or involvement of law enforcement.

DETENTION CALENDAR

LBHS 2024-2025 Detention Calendar

August '24							November '24							February '25							May '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1st Day of School												1	2			Winter Formal 2/1		1			Prom 5/17		1	2	3		
4	5	6	7	8	9	10	3	4	5	6	7	8	9	2	3	4	5	6	7	8	4	5	6	7	8	9	10
11	12	13	14	15	16	17	10	11	12	13	14	15	16	9	10	11	12	13	14	15	11	12	13	14	15	16	17
18	19	20	21	22	23	24	17	18	19	20	21	22	23	16	17	18	19	20	21	22	18	19	20	21	22	23	24
25	26	27	28	29	30	31	24	25	26	27	28	29	30	23	24	25	26	27	28		25	26	27	28	29	30	31
September '24							December '25							March '25							June '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7							1	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	2	3	4	5	6	7	8	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	9	10	11	12	13	14	15	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	16	17	18	19	20	21	22	22	23	24	25	26	27	28
29	30						29	30	31					23	24	25	26	27	28	29	29	30	Last Day of School				
30														30	31												
October '24							January '25							April '25							Detention Key:						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
		1	2	3	4	5				1	2	3	4			1	2	3	4	5	No Detention Offered						
6	7	8	9	10	11	12	5	6	7	8	9	10	11	6	7	8	9	10	11	12	Wednesday & Friday 7:15 - 8:15 a.m. (Rm 20)						
13	14	15	16	17	18	19	12	13	14	15	16	17	18	13	14	15	16	17	18	19	Tuesday & Thursday 2:15 - 3:15 p.m. (Rm 33)						
20	21	22	23	24	25	26	19	20	21	22	23	24	25	20	21	22	23	24	25	26	Saturday 8:00 - 11:00 a.m.						
27	28	29	30	31	HOCO 10/12		26	27	28	29	30	31	27	28	29	30											

CAMPUS RESOURCES

SCHOOL COUNSELORS' SERVICES

Laguna Beach High School offers a guidance program, which assures that all students receive competent and consistent guidance and support for career and college planning. Counselors are available to assist students with concerns of either an academic or personal nature. The counseling staff also provides comprehensive academic planning and creates four-year plans with all freshman students. Students may request to see a counselor by scheduling an appointment via email.

Students may wish to meet with their counselors when they:

- Need help with a tough decision or discuss a personal problem confidentially
- Wish to discuss their educational program and course of study
- Need information about careers and occupational trends
- Need counseling about college or university entrance requirements and applications
- Need help with grades, study habits, or class activities
- Need to have test results interpreted and special aptitudes discussed
- Have a question about school, social events, etc.
- Need adjustment in their course of study
- Need letters of recommendation for job, college entrance, or scholarships

Please visit the Laguna Beach High School [Counseling](#) page, where you will find useful information on academic support opportunities, college information, financial aid, important events, course offerings, graduation requirements, summer school, and answers to frequently asked questions.

WRITING LABS

The **Writing Lab** is available for one-on-one or small group tutoring regarding writing assignments for any class or subject. The aide is also available to help with college essays, resumes, or specific writing submissions such as academic contests, editorials, and scholarship essays. Ms. Van Mil is located adjacent to the College and Career Center in the Library. She can be reached at tvannmil@lbusd.org. Please refer to the Writing Lab module in your student Canvas account for additional information.

MATHEMATICS LAB

The **Math Lab** is available to all assist students with Mathematics. Ms. Lux's office is located in Room 98 (above the North Gym.) She can be reached at rlux@lbusd.org. Please refer to the Math Lab module in your student Canvas account for additional information.

COLLEGE AND CAREER CENTER

Located in the LBHS library, the College and Career Center provides information and resources on career guidance, colleges, work permits, and part-time jobs. The Center also arranges specific dates and times for college representatives to visit the high school and meet with students. Please refer to the CCC module in your student Canvas account for additional information.

CAREER TECHNICAL EDUCATION (CTE)

The College and Career Center provides information about Career Technical Education (CTE) classes through the College and Career Advantage (CCA) program, www.ccadvantage.org, for high school students who reside in Laguna Beach or the Capistrano Valley School District. Any high school student of any age can enroll in the CCA classes and will receive high school credit and may also meet A-G UC/CSU admissions requirements.

COLLEGE ROUND-UP

The College Round-Up is held bi-annually in the Fall in the Dugger Gym with approximately 150 colleges and universities represented, as well as branches of the military and “specialty” schools. Please contact Mrs. Lynn Gregory at lgregory@lbusd.org for more information.

MOCK ADMISSIONS NIGHT

The [College and Career Center](#) bi-annually hosts a Fall College Mock Admissions event in the library. This is a unique way to experience the admissions committee process first-hand by reviewing a series of mock applications with admissions officers from colleges and universities across the county. Parents and students are invited to attend and the event concludes with a mini college fair. Please contact lgregory@lbusd.org for more information.

JOB FAIR

The Job Fair is an event held each Spring in the high school quad where local employers are on hand to accept student applications for employment and to conduct interviews

SCHOLARSHIP & FINANCIAL AID SEARCH SUPPORT

Students can visit the [College & Career Center \(CCC\)](#) in the Library to research and collect information about financial assistance and receive support filling out various financial aid forms such as FAFSA, the CSS Profile, and other documents concerning student loans and grants, scholarship applications, as well as submitting forms for the Laguna Beach High School Scholarship Foundation, LBHSSF. The LBHSSF’s Board of Directors acts as a liaison between scholarship donors and LBHS seniors. The Foundation awards scholarship grants to assist Laguna Beach High School graduates in pursuing educational goals at various post-high school academic levels. Please contact Samantha Washer at swasher@lbusd.org for more information.

COLLEGE ADMISSIONS TESTING (The SAT, SAT Subject Tests, The ACT)

PLEASE CHECK WITH YOUR COLLEGE OF CHOICE REGARDING THEIR ACT/SAT REQUIREMENTS.

Detailed admissions information along with the evolving examination requirements may be found at:

[UC Freshman Requirements](#) [UC Admissions Home Page](#) [Freshman | CSU](#)

The ACT, SAT, and SAT SUBJECT TESTS

The **ACT** is a standardized test used for college admissions in the United States. It is currently administered by ACT, a non-profit organization of the same name. The ACT test covers four academic skill areas: English, mathematics, reading, and science reasoning. It also offers an optional direct writing test. The **SAT** is the benchmark standardized assessment for critical reasoning, mathematical reasoning, and writing skills. Most students take the SAT during their junior or senior year of high school, and almost all colleges and universities use the SAT to make admission decisions. Students who plan to apply to a 4-year college/university can take the SAT or ACT test up through December of their senior year (there are some exceptions to this timeline so please check directly with your school of choice). For more information and to register for the ACT test, please go to www.actstudent.org. Additionally, you can go to www.collegeboard.org for additional information and register for the SAT Test.

These standardized tests are not offered through LBHS. For more information and test dates, please visit:

[2024-2025 SAT Dates](#)

[2024-2025 ACT Dates](#)

INTERSCHOLASTIC ATHLETICS

ATHLETIC POLICIES AND PROCEDURES

[LBHS Athletics](#) is dedicated to developing student-athletes to compete in interscholastic competition, demonstrating the values of sportsmanship, teamwork, and responsible behavior. Interscholastic Athletics helps promote unity, loyalty, and a sense of belonging to a team that has a purpose and commitment. At LBHS, students of diverse backgrounds and abilities have an opportunity for varied sports experiences commensurate with their interests.

The health and welfare of our student-athletes are of primary concern. Healthy habits, teamwork, good citizenship, and academic achievement are expectations of all of our student-athletes.

COLLEGE-BOUND ATHLETES

Some students may choose or be selected to participate in athletics at the collegiate level. While courses may satisfy LBHS graduation requirements, the courses do not necessarily satisfy eligibility criteria for universities, colleges, or athletic associations such as the National Collegiate Athletic Association (NCAA) and/or National Association of Intercollegiate Athletics (NAIA).

NCAA or NAIA ELIGIBILITY REQUIREMENTS

To make sure NCAA or NAIA eligibility requirements are met, it is crucial that the student plan their core curriculum of classes with their high school counselor. The NCAA and NAIA specifically determine a high school student's athletic eligibility at the college level. **Academic requirements for collegiate athletics are not the same as the requirements for graduation.**

College-bound athletes should register with the NCAA and/or NAIA Clearinghouse after the 1st semester of their junior year. Transcripts should be requested through www.parchment.com following the 2nd semester of their junior year. Visit [NCAA Eligibility Requirements](#) and [NAIA Eligibility](#) for detailed information. For questions, please contact the Athletic Office or the Counseling Office. It is the **student's responsibility** to make sure the athletic clearinghouses have the documents needed to certify athletic eligibility.

- Register with the NCAA and NAIA Clearinghouses during the first trimester or semester of your Junior year
- Place a parchment order for an official transcript to be sent from LBHS to the NCAA and NAIA Clearinghouses. LBHS does not use the NCAA high school portal. Students are responsible for requesting their transcript through parchment.
- Send your ACT and SAT test scores to the NCAA and NAIA Clearinghouses. A transcript will not suffice; you must send separate official test scores.

Please contact the LBHS Athletic Administrator, Denise Selbe at dselbe@lbusd.org

LBHS CODE OF CONDUCT AGREEMENT

FOR ATHLETICS, ASB, PERFORMANCES, COMPETITION GROUPS, CO-CURRICULAR EVENTS & EXTRA-CURRICULAR ACTIVITIES

An important aspect of high school athletics and activities is learning behavior appropriate to the circumstance. Athletes, ASB members, performance, and competition groups represent the school publicly, and therefore, are held to a high standard of behavior. Participation in co-curricular and extra-curricular activities is a privilege and not a right, personal behavior is subject to consequences which may include removal from a program.⁴

The following rules and consequences apply to ALL athletes, ASB members, performance, and competition groups:

- 1. DRUGS, ALCOHOL, CONTROLLED SUBSTANCES OR INTOXICANTS OF ANY KIND, OR WEAPONS/CHEMICALS:**
 - a. *Unlawful possession, use, sale, transportation, or provision of drugs, alcohol, intoxicants, or any controlled substance or weapons/chemicals pursuant to Ed. Code §48900B and Board Policy 5131.6, at school, going to and from school, or at a school event, shall result in immediate removal of the student from all athletic teams, ASB, performance, and competition groups for a period of four (4) weeks. For the second offense, students may be suspended from all athletic teams, ASB, performance, and competition groups for a calendar year.*
- 2. LBHS CODE OF CONDUCT:**

As a student-athlete and/or student participating in a co-curricular or extra-curricular program, I understand that it is my responsibility to:

 - a. Make academic achievement my highest priority.
 - b. Show respect for teammates, classmates, officials, coaches, and advisors.
 - c. Respect the integrity and judgment of officials and supervisors.
 - d. Exhibit fair play, sportsmanship, and proper conduct on and off the playing field and/or before, during, and after a co-curricular or extra-curricular event.
 - e. If an athlete is ejected from a game for any reason (unsportsmanlike conduct, fighting, making derogatory remarks, etc.), the athlete shall be prohibited from participating in the next contest.
 - f. Maintain a high level of safety awareness.
 - g. Refrain from profanity, vulgarity, offensive language, and/or gestures.
- 3. EXTRA/CO-CURRICULAR ACTIVITIES**
 - a. Adhere to the established rules and standards of the game to be played, or the event in which I will participate. Respect equipment, while using it safely and appropriately.
 - b. Refrain from using alcohol, tobacco, illegal and non-prescriptive drugs; refrain from using androgenic/anabolic steroids or any substance that increases physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States, or the American Medical Association, or any substance that is a look-alike substance.
 - c. Know and follow State, section, and school athletic and extracurricular rules and regulations that relate to eligibility and participation.
 - d. Participate and win with character; lose with dignity.
 - e. Understanding the highest potential of sports, co-curricular and extracurricular activities is achieved when all participants are committed to pursuing victory with honor which reflects the “Six Pillars of Character” Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
 - f. Support ALL participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches, team representatives, and visiting spectators, will not be tolerated and are grounds for removal from the site of competition.

GRADING POLICY FOR STUDENT-ATHLETES

A grade in athletics is based on attendance, conduct, participation, practice, and interscholastic contests. A student-athlete is expected to be in attendance every day, fully complete their sport's workout, participate in every practice, attend every scheduled contest, and exhibit proper sportsmanship and conduct, both on and off the playing field.

A doctor's note excusing a student-athlete from completing a daily workout must be on file with the trainer/coach for any injury that causes a student-athlete to miss more than four (4) consecutive days of workouts. Student-athletes are still expected to attend practice.

NOTE: ON THE DATE OF A SCHEDULED GAME OR PLANNED ACTIVITY, THE STUDENT MUST ATTEND ONE OR MORE CLASSES ON THE SAME DAY AS THE GAME OR PLANNED ACTIVITY TO PARTICIPATE IN ATHLETIC, CO-CURRICULAR, AND EXTRACURRICULAR ACTIVITIES

This includes athletics, drama, dance, marching band, cheerleading, MUN, etc. A doctor's appointment is excused ONLY with written dated **proof from the doctor. PARENT NOTES WILL NOT BE ACCEPTED including from parents or family who are doctors.** The administration has final authorization to approve/decline additional requests presented during the school year.

GRADING POLICY REGARDING INJURIES

If an injury requires a student-athlete to miss a significant number of workouts and/or interscholastic contests, the student-athlete will be referred to the Athletic Director for possible enrollment in a Physical Education class in order to satisfy the graduation requirement for physical education. (This policy is also articulated in the Grading Policies of the Student Planner).

INDEPENDENT STUDY – PHYSICAL EDUCATION REQUIREMENTS

Independent Study - A student in grades 6-8 may earn one semester of physical education "credit" per semester and a student in grades 9-12 are eligible for a maximum of 20 units (two years) of physical education credit via private instruction. This credit is on a pass/fail basis. Independent study is an optional educational alternative in which no pupil may be required to participate. If you elect to enroll in independent study physical education, one (or both) of the following must be true:

1. Within the calendar year immediately prior to the date of submission of the [ISPE Application](#), a middle or high school student is or has been nationally ranked in an individual sport. This eligibility does not apply if the student is not individually nationally ranked, but is on a nationally ranked team.
2. If a high school student is a member of a team in a sport not offered at the school, and all of the following are true:
 - a. That membership has been earned through a competitive tryout;
 - b. The team's practice schedule is similar to the schedule of a high school sports team in season;
 - c. The team's typical schedule consists of multiple (minimum three per season) interstate competitions during the school year, and at least one of those is out of state, or if the team has earned the right competitively to participate in national-level tournaments for the past two consecutive years. {1101646.1}

Upon completion of annual paperwork according to stated timelines, up to five units of credit may be awarded for every 18 weeks of the scheduled activity. Refer to the [ISPE Application](#) for some of the teams or team sports currently approved in this category.

LOCKERS AND LOSS OF PERSONAL PROPERTY

All physical education students and student-athletes are issued a combination lock for their locker in their respective locker rooms. **FAILURE TO SECURE AND LOCK PERSONAL ITEMS BY STUDENT MAY result in loss/theft.** LBHS is not responsible for the lost or stolen item(s). Students may want to check the Lost and Found for any missing items, located in the Activities Office. Additionally, a Lost or Stolen Report Form is available in the Administrative Office.

ATHLETIC SPORTS SEASONS

LBHS ATHLETIC TEAMS AND SEASONS		
FALL	WINTER	SPRING
(August – November)	(November – February)	(February – May)
Cheerleading (all year)	Basketball (B)	Baseball (B)
Cross Country (B)	Basketball (G)	Cheerleading (all year)
Cross Country (G)	Cheerleading (all year)	Golf (B)
Flag Football (G)	Soccer (B)	Lacrosse (G)
Football	Soccer (G)	Sand Volleyball (G)
Golf (G)	Surf (Co-Ed) (all year)	Softball (G)
Sand Volleyball (B)	Water Polo (G)	Surf (Co-Ed) (all year)
Surf (Co-Ed) (all year)	Wrestling (Co-Ed)	Swimming (B)
Tennis (G)		
Volleyball (G)		Swimming (G)
Water Polo (B)		Tennis (B)
		Track (B)
		Track (G)
		Volleyball (B)

Visit [LBHS Athletics](#) or call (949) 497-7750 ext. 1221, for more detailed information regarding athletic events and schedules.

STUDENT ACTIVITIES

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

The Governing Board recognizes that extracurricular and co-curricular activities enrich the educational and social development and experiences of students. The Board believes it is important to encourage and support student participation in extracurricular and co-curricular activities without compromising the integrity and purpose of the educational program.

1. Eligibility

- a. General Provisions:** To encourage and promote academic excellence, all students participating in extracurricular or co-curricular activities shall demonstrate satisfactory educational progress in the previous grading period. "Previous grading period" is defined as the immediately preceding six-week period in which a student received either a regular report card or progress report and does not include summer sessions. Incoming ninth-grade students are automatically eligible through the first grading period.
- b.** To demonstrate "satisfactory educational progress," a student shall have earned a minimum 2.0 or "C" grade point average in graded classes the previous grading period in all enrolled courses on a 4.0 scale (total non-weighted). A student shall also maintain minimum progress toward meeting high school graduation requirements. All students shall be enrolled in a minimum of five graded classes. Classes taken for pass/fail are not included in the calculation for the grade point average.
- c.** An incomplete (I) grade is not a passing grade. For the purpose of eligibility, it will be counted as an "F" until cleared. When cleared, and a letter grade given, eligibility status will be re-determined.
- d.** A determination of eligibility shall be made by the principal or designee and shall be effective on the first calendar day immediately following the determination.
- e.** Eligibility shall be determined within five school days following the end of each grading period.
- f.** If a student is ineligible to participate in extracurricular or co-curricular activities due to a failure to demonstrate satisfactory educational progress, the student will not regain eligibility until the student achieves at least a 2.0-grade point average in a subsequent full grading period (semester).
- g.** If a student becomes ineligible for the fall semester of an upcoming school year, the student may regain eligibility if the grades achieved in the summer session immediately before the fall semester of the upcoming school year are at least a 2.0-grade point average when calculated with the grades for the entire preceding spring semester.

2. Compliance with Applicable Rules and/or Regulations

- a. The principal or designee has the discretion to determine a student ineligible to participate in extracurricular or co-curricular activities for engaging in any type of inappropriate behavior, including, but not limited to, the following:
 - i. Violation of school rules. A student is required to comply with all school rules. Under no circumstances shall students who are suspended from school or expelled from the District be eligible to participate in extracurricular or co-curricular activities during the period of the suspension or expulsion.
 - ii. Violation of rules and regulations applicable to the activity. A student who participates in any extracurricular or co-curricular activity is required to comply with all rules and regulations applicable to the activity which may be promulgated by the Principal, designee, and/or activity coach or advisor.
 - iii. Failure to comply with directives. A student is required to comply with all directives from the Principal and/or the activity coach and/or advisor.
 - iv. Violation of California Interscholastic Federation (CIF) rules and regulations. A student is required to comply with all applicable rules and regulations promulgated by CIF. A student who participates in any sport is required to exhibit fair play, sportsmanship, and respect for all officials, coaches, and other participants.

- b. The Principal or designee may determine the length of time that the student will remain unable to participate in extracurricular or co-curricular activities due to any type of inappropriate behavior.

For additional information on probationary periods, appeal processes, and other provisions, please refer to **Board Policy 5011** on the District website.

NOTE: ON THE DATE OF A SCHEDULED GAME OR PLANNED ACTIVITY, THE STUDENT MUST ATTEND ONE OR MORE CLASSES TO PARTICIPATE IN ATHLETIC, CO-CURRICULAR, AND EXTRACURRICULAR ACTIVITIES

This includes athletics, drama, dance, marching band, cheerleading, MUN, etc. A doctor's appointment is excused ONLY with written dated **proof from the doctor. PARENT NOTES WILL NOT BE ACCEPTED including from parents or family who are doctors.** The administration has final authorization to approve/decline additional requests presented during the school year.

STUDENT ACTIVITIES OFFICE

The Student Activities Office, located next to the library in the student quad, provides information regarding student and school events, and school dances. More information is available on the "Activities" tab on the Laguna Beach High School webpage, within the main district website at www.lbusd.org.

LOST AND FOUND

Students are responsible for their computers, backpacks, books, purses, cell phones, and keys. All lost items/articles should be turned in to Lost and Found in the Activities Office, where they will be held for identification. Unclaimed lost and found articles will be donated at the end of each school year. Students who are not able to locate their valuables can pick up a "**Report of Lost or Stolen Item Form**" in the Administration Office. Completed forms are kept on file throughout the school year in the Administration office.

STUDENT ID CARDS

Every student is required to have a student identification (ID) card with a photo issued during Breaker Day. The student ID card serves as the student's library card, which is mandatory for book check-out. **If a new student enrolls after Breaker Day, the student should go to the Student Activities office (within one week of enrolling) to obtain a new student identification card. (This is important as we need a photo in AERIES). The initial student ID card is free.**

Replacement cards have a donation fee:

1st replacement ID. . . . \$5.00 2nd replacement ID. . . . \$10.00 3rd replacement ID. . . . \$20.00

ASB DISCOUNTS

Students may receive discounts and privileges with the purchase of an ASB card (a discount marking on their student ID card) available on Breaker Day, or during the school year in the Activities Office. **The cost is \$60.** The ASB card marking provides certain privileges throughout the year, such as attending home athletic contests at no cost (**CIF playoff contests excluded**) and receiving discounts on all dance tickets.

DANCES & EVENTS

School dances are a privilege, not a right. In order to purchase a ticket to a high school dance, a student must be in good standing which includes academics, behavior, and attendance. **Students must have a 2.0 total GPA (total non-weighted) and all demerits assigned to a student must be cleared in order for the student to purchase any tickets.**

Tickets to LBHS dances, events, and other extracurricular activities, are purchased in advance in the Activities Office. Students are discouraged from bringing any valuables that will not remain on their person throughout the duration of the dance. These items are often stowed in a corner and later reported lost, stolen, or vandalized. LBHS and LBUSD are in no way responsible for lost and/or stolen items.

Students are expected to be picked up from the dance no later than 15 minutes after the dance is over. To honor the time of the LBHS staff, we ask parents to plan accordingly. Once a student has left a dance, students may not re-enter.

DRESS CODE FOR DANCES

Dances are still school events, and students are expected to dress appropriately per the school dress code policy. Revealing or short dresses will not be allowed. Students must wear appropriate shirts and pants and must keep their shirts buttoned during the dance. Specific dress code rules for dances will be handed out prior to dances and will be posted on the Activities web page.

GUEST PASS TO LBHS EVENTS

All students wishing to attend a high school dance or event and bring a non-Laguna Beach High School guest (only one guest per student under the age of 19), must fill out and submit an official *Laguna Beach High School Guest Pass Form* for each specific event or dance. Passes will be made available in the Student Activities Office. Guest passes are reviewed by site administration and may be denied. Depending on local health guidance, the LBHS guest policy may be subject to change.

GUEST PASS TO ANOTHER HIGH SCHOOL'S EVENTS

LBHS students requesting attendance at dances at other high schools must obtain permission from the LBHS administration. LBHS students must hold (during the most recent grading period) a non-weighted 2.0 GPA, no suspensions, and satisfactory attendance.

SAFE AND SOBER EVENT POLICY

To support and promote safe and sober events, LBHS will enforce the following policies at all dances:

- Any student in possession, under the influence, or suspected to be under the influence will be removed from the event and a parent will be notified to pick up their student. Consequences may include referral to LBPD/School Resource Officer and/or school disciplinary action (ie. suspension, expulsion).

- Students arriving in limousines and buses must remain in the vehicle upon arrival until the vehicle has been searched and cleared by a school administrator or designee. (Students and families are strongly encouraged to find alternative transportation to limousines and busses).
- Our Student Resource Officer will be present at all dances.
- Students may be subject to search and/or breathalyzer tests.
- Students involved in extracurricular activities (including athletics) may be subject to further discipline/consequences related to the LBHS Student Code of Conduct.

BOARD POLICIES and DISCIPLINARY PROCEDURES

NOTE: Here is a complete list of [School Board Policies](#)

ACADEMIC INTEGRITY AND ETHICS POLICY

(Refer to Board Policy 5131.9)

Honesty and integrity are highly valued as part of both our PRIDE matrix and our expectations of all students at Laguna Beach High School. Rules and policies are designed to teach and reinforce those values during a student's high school experience. Each student is expected to do his or her own work. This includes homework, test-taking, class assignments, and the original creation of essays, compositions, term papers, scientific projects, and scientific research. Sharing work with another student during tests, in-class essays or assignments, or on homework is considered to be in violation of our Academic Integrity and Ethics Policy. All ethics violations are reported to the student's teachers, and the Faculty Committee of the Laguna Beach Scholarship Foundation Committee, and may appear in counselor reports/documents viewed by colleges and universities.

EXAMPLES OF VIOLATIONS INCLUDE (but are not limited to):

- A student represents AI generated work as their own.
- A student looks at another student's paper or talks during an examination
- A student helps another student cheat on an examination, assignment, or project by allowing them to view or copy their examination, assignment, or project
- A student uses unauthorized materials during an examination or on a paper/project
- A student furnishes either the contents of an examination or an actual exam to another student
- A student copies another student's homework
- A student turns in another person's work as his/her own
- A student conspires to cheat or help other students cheat on an examination, assignment, or project
- A student uses another student's computer or removable storage device
- A student cheats on an examination by preconceived acts, such as stealing an examination
- A student makes changes on graded work, a grade sheet, or any school record

CONSEQUENCES FOR VIOLATING ACADEMIC INTEGRITY AND ETHICS POLICY

CONSEQUENCES FOR 1ST VIOLATION:

- The teacher refers the student to Assistant Principal and contacts the parent/guardian
- Conference with a parent, student, teacher, counselor, and administrator to review incident and sign an Academic Integrity and Ethics Contract
- The student receives an automatic "0" on the assignment, project, or test

- Students will complete an Academic Integrity and Ethics assignment as assigned by the assistant principal. This assignment will be due one week from the student's conference.
- Student aides will be dropped from the class with a grade of "WF"

CONSEQUENCES FOR 2ND VIOLATION:

- The teacher refers the student to Assistant Principal and contacts the parent/guardian
- Conference with a parent, student, teacher, counselor, and administrator to review the incident and sign an additional Academic Integrity and Ethics Contract
- The student receives an automatic "0" on the assignment, project, or test
- If the offense occurs in the same class, the student may be dropped from the class with an "F" grade and "U" citizenship mark for the semester and be re-assigned
- Student removed from all elected or appointed leadership positions for the remainder of the school year
- May be reported to requesting college or university

CONSEQUENCES FOR 3RD VIOLATION:

- The teacher refers the student to Assistant Principal and contacts the parent/guardian
- Conference with a parent, student, teacher, counselor, and administrator to review the incident and drop a student from class where the offense occurred with an "F" grade and "U" citizenship mark. The student will then be re-assigned

PROHIBITIONS AGAINST ALCOHOL AND DRUGS

Board Policy 5131.6 and 5144.1, C.E.C. 48900, 48915 (VII B)

PROTECTING STUDENTS

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety, and create a well-disciplined environment conducive to learning.

The Superintendent or designee shall develop, implement and evaluate a comprehensive prevention and intervention program that is coordinated with other school and community-based services and programs. The district's program shall be scientifically based and designed to prevent or reduce alcohol or other drug use and the possession and distribution of illegal drugs. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians, and coordination with appropriate community agencies and organizations.

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of the district's program in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among district students, including discipline problems, and the prevalence of risk factors.

The Superintendent or designee shall consult with principals, teachers, other school personnel, students, and parents/guardians when developing the district's program.

The Superintendent or designee shall clearly communicate to all students, staff, and parents/guardians the district's policies, regulations, and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

Staff should encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate.

The Board encourages the establishment of district-level advisory groups to assist in promoting alcohol- and drug-free schools.

The district's drug education program shall augment county drug education services if any. District staff shall take every opportunity to cooperate with the county and the county office of education staff in planning and implementing collaborative alcohol and drug prevention programs. For Legal References to Education Codes, please see the policy for board policy 5131.6 on the LUSD website.

INSTRUCTION INFORMING STUDENTS OF HEALTH RISKS

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use of drugs or alcohol when such use is illegal.

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

INTERVENTION, REFERRAL, AND STUDENT ASSISTANCE PROGRAMS

School staff, students, and parents/guardians shall be informed about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral, and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with their parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

ENFORCEMENT/DISCIPLINE

The Superintendent or designee shall take appropriate action to eliminate possession, use, or sale of alcohol and other drugs and related paraphernalia on school grounds or at school-sponsored activities.

Students possessing, using, or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with the law, Board policy, and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or restricted from extracurricular activities, including athletics. For legal references to Education Codes, please see board policy 5131.6 on the LUSD website.

PROHIBITIONS AGAINST TOBACCO USE

Board Policy 5131.62 and 5144.1, C.E.C. 48900, 48915 (VII B)

PROTECTING STUDENTS

The Governing Board recognizes the serious health risks presented by tobacco use and desires to ensure that, through the adoption of consistent policies, District students are made aware of those risks and, to the extent possible, protected from them. The Superintendent or designee shall establish a coordinated school health system that includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use. The Superintendent or designee shall provide prevention, intervention, and cessation education, information, activities, and/or referrals to District students and shall ensure consistent enforcement of District policies prohibiting student possession and use of tobacco products.

PROHIBITION AGAINST TOBACCO USE

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of District employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited. These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the District's policy and regulation for addressing the administration of medications on campus.

ENFORCEMENT/DISCIPLINE

Acts for which a student, including a student with disabilities, maybe or shall be suspended or expelled for only those acts specified as follows:

Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, vape or vape products, other nicotine products, like Zyn or other pure nicotine products miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing their own prescription products.” (Ref. LBUSD Administration Regulation 5144.1, Students, Grounds for Suspension and Expulsion: Grades K-12, 8.; CA Education Code 48901)

PREVENTION INSTRUCTION

The District shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12 pursuant to Education Code 51202. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the District participates.

INTERVENTION/CESSATION SERVICES

The District may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. Such intervention services shall be provided as an alternative to suspension for tobacco possession.

INTERVENTION PROGRAM PLANNING

The District's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in District schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of District services.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. They may establish an advisory council including students, parents/guardians, District staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation. The Superintendent or designee also shall coordinate the District's tobacco-use prevention and intervention program with other District efforts to reduce students' use of illegal substances and to promote student wellness. The Superintendent or designee shall select tobacco-use prevention programs based on the model program designs identified by the California Department of Education (CDE) and may adapt the model to meet District needs. (Health and Safety Code 104420)

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. They also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which is known to have received funding from the tobacco industry.

PROGRAM EVALUATION

To evaluate the effectiveness of the District's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or another appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. They also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450. The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

For additional Legal References, see LBUSD Board Policy 5131.62 and 5144.1.

BULLYING POLICY

Board Policy No. 5131.2

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and/or assuming that person's identity in order to damage that person's reputation.

BULLYING PREVENTION

To the extent possible, district and school strategies shall focus on the prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of the district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district may provide students with instruction, in the classroom or in other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

INTERVENTION

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously via the [LBHS Anonymous Tip Line \(Catapult/We Tip\)](#) 844-949-4901 (call or text).

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. They also may involve school counselors, mental health counselors, and/or law enforcement.

COMPLAINTS AND INVESTIGATION

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

When a student is reported to be engaging in bullying off-campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. When the circumstances involve cyber-bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or another employee so that the matter may be investigated.

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

DISCIPLINE

Any student who engages in bullying on school premises, or off-campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

For legal references to Education Codes, please see board policy 5131.2 on the LBUSD website.

CELL PHONE/DEVICE USE POLICY

Board Policy 6163.4, "Student Use of Technology: Instruction

Students that choose to bring a cell phone and/or other electronic devices to school must understand that the school will not be responsible or liable for any lost or stolen articles. It is a campus-wide expectation that students will check-in cell phones upon arrival to the classroom. At no given time on campus may students visit social networking sites, take photos/videos, or publish any of the above. Per Board Policy 6163.4, "Whenever a student is found to have violated the Board Policy or the District's Acceptable Use Agreement, the Principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the District's equipment and other technological resources, as appropriate. Inappropriate use may also result in disciplinary action and/or legal action in accordance with law and Board Policy." Consequences for improper use of an electronic device are as follows:

1st Offense = Parent notified; At the end of the school day, student can pick the device up from Assistant Principal; and student will be issued a one-hour detention (1 demerit).

2nd Offense = Parent will be notified and asked to pick up the device from the Assistant Principal; Student will be issued a Saturday School, three-hour detention (3 demerits).

3rd Offense = Parent will be notified and asked to pick up the device from the Assistant Principal; Student will be issued a Saturday School, three-hour detention (3 demerits). Student will be placed on a behavior contract and will not be permitted to have the device on campus for a period of one (1) month.

In specific situations, students may be required to check their electronic device/phone in with the assistant principal before school begins, and check out the device at the end of the day for a period of days or weeks as determined by the Assistant Principals.

Repeated offenses will result in further disciplinary action and student losing cell phone privileges for the remainder of the school year.

Laguna Beach High School is requesting the support from both students and their parents/guardians so students may focus their time and energy on excelling in their academics.

STUDENT USE OF PERSONALLY-OWNED DEVICES

(Board Policy No. 6163.45)

In an effort to support LBUSD and LBHS in their mission to provide 21st-century learning in our school, and students may bring their **Personally-Owned Electronic Device (POD)** to school. This device will be used to enhance instruction with regard to student communication, collaboration, creativity, and productivity. If a learning device is brought to school from home, it is the responsibility of the student to ensure that the device is in their possession at all times. Neither LBUSD nor LBHS shall be held liable for the loss, damage, misuse, or theft of any POD brought to school.

The POD will be used for classroom activities, career development, communication with experts, homework, and self-discovery activities. Students are expected to act responsibly and thoughtfully when using their POD. Students bear the burden of responsibility to inquire with their teacher and/or school administrator when they are unsure of the permissibility of a POD activity while at school prior to engaging in its use.

PODs used in school are not permitted to connect to the Internet through a 3G, 4G, 5 G, or other content service providers. PODs must access the internet via the District's content-filtered wireless network. The District reserves the right to monitor, inspect, copy, and review a POD or file when the administration has a reasonable suspicion that a violation has occurred.

All students should review the Student Technology Use Policy and Procedures in the Annual Notice to Parents, before utilizing any school and/or personally-owned device. Any student, who is unable to secure their POD for use in a designated BYOD classroom, will have access to a device provided by the District.

The District reserves the right to restrict student use of district-owned technologies and personally-owned electronic devices on school property or at school-sponsored events.

POD Usage Expectations:

- The student should bring their POD to school every day, fully charged.
- Devices must have up-to-date anti-virus software installed.
- During instructional activities, electronic communication is to be focused solely on the activity.
- All audio, photo, or video files to be recorded using a POD must first be approved by the teacher. Then, approval must be obtained from all persons in the recording.
- Cyber Citizenship and Safety Awareness should be adhered to at all times.
- PODs are permitted for use during the school day for educational purposes and/or in designated classrooms/locations.
-

Examples of Violations:

- Inappropriate communication (i.e., obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken)
- Use of another person's username(s) or password(s)
- Bringing a POD that has inappropriate content/material previously downloaded
- Off-task behavior and/or on an unrelated website
- Distracting other students with a POD or the contents on a POD
- Bullying of any kind (i.e., harass, threaten, demean, humiliate, intimidate, embarrass, or annoy classmates or others)

****It is the responsibility of the student to check with their teacher if they are at all unclear as to what a violation is when using a POD. The list above is not fully inclusive.**

CONSEQUENCES for VIOLATING RULES on USE OF PERSONALLY-OWNED DEVICES:

First Offense:

- Initial infraction will result in the teacher redirecting the student to appropriately use the device
- If the offense is egregious, the teacher may take the POD from the student for that period
- Teachers may choose to contact the parent via email or by phone

Second Offense:

- Teacher to contact the parent and arrange for a "Behavior Contract" meeting between teacher, parent, student, and administrator
- Teacher to complete an Office Referral Form documenting the infraction

Third Offense:

- Student referred to administration and parent contacted by the administration
- The student may have their POD privileges suspended for a period of time
- If the offense is deemed egregious, the student could face additional disciplinary action

LBHS IS A CLOSED CAMPUS

Laguna Beach High School is a closed campus. All students are required to stay on campus for the entire school day. Freshman and sophomore students are NOT permitted to leave campus during the mid-morning break.

The Laguna Beach Unified School District does not provide supervision within the community for students except for school-sponsored and off-campus school events. There is no off-campus supervision or security provided by the District for students who leave school during the school day.

OFF-CAMPUS POLICY DURING MID-MORNING BREAK

- **Students should not leave campus for any reason during the mid-morning break. Students will need to notify their teacher and check out through Attendance should they need to leave during the mid-morning break.**

FOREIGN EXCHANGE STUDENTS

Board Policy 6145.6 and 5111.1

INSTRUCTION

The Governing Board recognizes that personal contact between students of different countries and cultures promotes global awareness and international understanding. To that end, the Board welcomes the enrollment of international exchange students and further encourages district students to take any opportunities that they may have to participate in such programs and study in another country.

With Board approval, a district school may establish a relationship with a school in another country.

NON-DISCRIMINATION/HARASSMENT

Board Policy No. 5145.3, "Nondiscrimination/Harassment: Students"

The Laguna Beach Unified School District Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, practices, and employees shall be free from discrimination, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression; the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.

This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent. Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance, or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's non-discrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing, or discriminatory behavior. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

GRIEVANCE PROCEDURES for DISCRIMINATION AND HARRASSMENT

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying and to answer inquiries regarding the district's non-discrimination policies:

Assistant Superintendent, Human Resources and Public Communications 550 Blumont Street, Laguna Beach, CA 92651, Telephone Number (949) 497-7700 ext. 5211

Any student who feels that they have been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so.

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 – Uniform Complaint Procedures.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district website or any other location that is easily accessible to students.

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language. For Legal References to Education Codes, please see policy for B.P. 5145.3 on the LBUSD website.

SEXUAL HARASSMENT

Board Policy 5145.7

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint, testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that they are being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

INSTRUCTION/INFORMATION

The Superintendent or designee shall ensure that all district students receive age-appropriate 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 sex and could involve sexual violence.
2. A clear message is that students do not have to endure sexual harassment under any circumstance.
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained.
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.
5. **Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.**
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable.

DISCIPLINARY ACTIONS

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades

4-12, 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.

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

RECORD-KEEPING

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 district schools.

For Legal References to Education Codes, please see the policy for B.P. 5145.7 on the LBusD website.

SUSPENSION AND EXPULSION

Board Policy 5144.1; C.E.C. 48900-48925

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensure their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations that set the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in the law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

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

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

Suspension from school will be limited to serious infractions covered by the California Education Code. Please refer to the LBusD website at www.lbusd.org for further information. During the period of suspension, whether served on or off-campus, the student is not to attend any school events, participate in athletic practices or competitions, or attend any dance/drama practices or performances. Return after suspension may include a behavior contract with loss of additional school privileges.

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm that is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in a public session.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

Please be advised that the parent of a suspended student has a right to access pupil records pursuant to District policy, request a meeting with the Superintendent or designee regarding the suspension, and request the opportunity for the student to complete all assignments and tests which were missed during the suspension and can be reasonably provided by the teacher.

For additional information, please see Board Policy No. 5144.1, Suspension and Expulsion/Due Process.

WILLIAMS COMPLAINT NOTICE

(Administrative Regulation 1312.4)

NOTICE TO PARENTS, GUARDIANS, PUPILS, AND TEACHERS:

Pursuant to California Education Code Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook, instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or missed assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Miss assignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

A complaint form may be obtained at the school office, district office, or downloaded at [Laguna Beach High School](#) or the [California Department of Education](#)'s websites.

