

# Parent & Student Handbook

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## Los Alamitos High School

3591 Cerritos Avenue, Los Alamitos, CA 90720

562-799-4780

[www.losal.org](http://www.losal.org)

All of the information in this handbook can be found on our website [www.losal.org](http://www.losal.org) Please refer to it for the most up-to-date information.



# **LOS ALAMITOS UNIFIED SCHOOL DISTRICT**

10293 Bloomfield Street Los Alamitos, CA 90720

562-799-4700

## **BOARD MEMBERS**

Diana Hill

Meg Cutuli

Marlys Davidson

Scott Fayette

Chris Forehan

## **DISTRICT ADMINISTRATION**

Andrew Pulver, Ed.D., Superintendent

Ondrea Reed, M.Ed., Asst. Superintendent Educational Services

Elvia Galicia, Asst. Superintendent Business Services

Joe Fraser, Ed.D., Asst. Superintendent Human Resources

Jerry Friedman, Ed.D., Director of Safety and Personnel Services

John Spiratos, Director of Information Technology

CJ Knowland, Director of Facilities, Maintenance, Operations & Transportation

Mayra Gonzalez, Director of Fiscal Services

Melissa Davis, Director of Assessment & Accountability

Grace Delk, Director of Special Education & Mental Health

Dan Bennett, Coordinator of Educational Technology

Annie Ryu, Director of Food Services

## **LOS ALAMITOS HIGH SCHOOL ADMINISTRATION**

Christiana Kraus, Principal  
Phil Bowen, Assistant Principal  
Cara Vienna, Assistant Principal  
Eddie Courtemarche, Assistant Principal  
David Platt, Assistant Principal



### **LOS ALAMITOS HIGH SCHOOL MISSION STATEMENT**

Through a diversified and broad approach to the four A's – Academics, Athletics, Arts and Activities, Los Alamitos High School provides a meaningful curriculum, in and out of the classroom, that guarantees all students the opportunities and resources to attain the skills, knowledge and values necessary to analyze and respond as ethical, socially responsible and productive members of society.

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The Los Alamitos Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, religion, age, sex, marital status, or handicap in compliance with federal and state laws.

**STAFF DIRECTORY (562) 799-4780**

<b>ADMINISTRATION</b>		Extension
Principal	Christiana Kraus	82200
Principal's Secretary	Cindy Lee	82201
Assistant Principal - Curriculum & Instruction	David Platt	82203
Curriculum Secretary	Tracey Lam	82204
Assistant Principal – Student Services & Attendance	Phil Bowen	82206
Student Services Secretary	Jane Baldauf	82207
Attendance Secretary	Tina Fenner	82207
Assistant Principal – Athletics, Attendance & Facilities	Eddie Courtemarche	82235
Athletics, Activities & Facilities Secretary	Robynn Pennala	82234
Assistant Principal – Student Support	Cara Vienna	82236
Student Support Secretary	Rachel Israelsky	82228
Activities Director	Tami Sciacca	82421
<b>DEPARTMENT OFFICES</b>		
Activities / Athletics	Robynn Pennala	82234
Account Clerk/ASB	Nikki Tweet	82237
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Attendance Clerk L – Z	Candice Lopez (562) 799-4797	82222
Cafeteria Manager	Kevin Denis	82260
Cheer	Jennifer Ramirez	82256
College & Career Center	Marianne Schaeffer Kelly Barton	82240 82244
Color Guard	Paul Crockett	82519
Counseling Secretary	Lillian Ford-Patterson	82208
Counselors	Gail Davenport	82239
	Kevin Garcia	82217
	Jodi Hutchinson	82214
	Christy Ricks	82210
	Shelley Riekenberg	82212
	Matt Riehm	82211
	Keely Lewis	82218
Custodial Services / Facilities	Tyler Mortensen	82158
Dance Team	Rikki Jones	82501
Data Processing	Cheryl O'Neill	82215
Drama	Stacy Castiglione	82513
Equipment Manager / Boys' PE	Jon Cheri	82159
Equipment Manager / Girls' PE	Heather Alferes	82158
Football Office	Ray Fenton	82248
Health Office	Cassandra Palocios / Monica Gutierrez	82229
Main Office / Switchboard	Nancy Cabrera	"0"
Media Center	Eileen Jewell / Christine Stiller	82230 / 82231
Mental Health Counselors	Emily Ledterman Ashley Weiss-Wright	82275
Music Department – Vocal	David Moellenkamp	82235
Newspaper	Lori Franzen	82355
Psychologist	Venus Belisle/ Grace Carrillo/ Kristine Morris,	82220, 82209, 82232
Records / Transcripts	Kendelyn Michaels	82216
Regional Occupational Program / R.O.P.	Marianne Schaeffer	82240
Yearbook	Tracy March	82410

Teacher phones are set on silent during class time to avoid interruption to the educational process. The most effective way to reach a teacher is to call before school, after school, during conference period, or by email. Please check the website for the most current updates and email addresses. [www.losal.org](http://www.losal.org)

Last Name	First Name	Subject	Phone Ext.	Email
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Awad	Henry	Science	82265	<a href="mailto:hawad@losal.org">hawad@losal.org</a>
Awad	Shereen	Science	82264	<a href="mailto:sawad@losal.org">sawad@losal.org</a>
Baker	Ashlee	Science	82287	<a href="mailto:abaker@losal.org">abaker@losal.org</a>
Barker	David	Math	82276	<a href="mailto:dbarker@losal.org">dbarker@losal.org</a>
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Berger	Nathan	Math/Boy's Basketball	82816	<a href="mailto:nberger@losal.org">nberger@losal.org</a>
Bigley	Joni	Social Science	82817	<a href="mailto:jbigley@losal.org">jbigley@losal.org</a>
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March	Tracy	Math/Yearbook	82254	<a href="mailto:tracylundblad@losal.org">tracylundblad@losal.org</a>
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Meider	Stacey	Social Science	82603	<a href="mailto:smeider@losal.org">smeider@losal.org</a>
Merrell	Brighton	Science	82289	<a href="mailto:bmerrell@losal.org">bmerrell@losal.org</a>
Michelson	Kyle	English	82351	<a href="mailto:kmichelson@losal.org">kmichelson@losal.org</a>
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Snyder	Greg	Social Science	82712	<a href="mailto:gsnyder@losal.org">gsnyder@losal.org</a>
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Strong	Caley	Math	82853	<a href="mailto:cstrong@losal.org">cstrong@losal.org</a>
Takeuchi	Tomomi	Japanese	82710	<a href="mailto:ttakeuchi@losal.org">ttakeuchi@losal.org</a>

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# LOS ALAMITOS HIGH SCHOOL

## 2022-2023

### Important Dates

<b>Instructional Dates</b>	
Semester 1	8/15/2022 - 12/22/2022
First Day of Instruction	8/15/2022
Back to School Night	8/31/2022
End of 6-Week Grading Period	9/23/2022
End of 12-Week Grading Period	11/4/2022
End of First Semester	12/22/2022
Semester 2	1/9/2023-6/7/2023
End of 6-Week Grading Period	2/17/2023
Open House	3/15/2023
End of 12-Week Grading Period	4/7/2023
End of Semester	6/7/2023
<b>District Holidays, Breaks and Non- Student Days</b>	
Labor Day	9/5/2022
Veteran's Day	11/11/2022
Thanksgiving Holiday	11/21/2022 - 11/25/2022
Winter Break	12/23/2022 - 1/6/2023
Martin Luther King Birthday	1/16/2023
President's Week / Winter Recess	2/20/2023 - 2/24/2023
Spring Break	4/18/2023 - 4/22/2023
Memorial Day	5/29/2023
<b>Non-Student Days</b>	
Staff Development	11/11/2022
Teacher Planning	1/9/2023
Staff Development	3/6/2023



## Zero Period First Bells

# Los Alamitos High School

## 2022-2023 Bell Schedules

Regular Day Bell Schedule		
PERIOD	START	STOP
		7:22
0	7:29	8:23
1	8:30	9:25
2	9:32	10:27
NUTRITION	10:27	10:33
3	10:40	11:35
4+ Announcements	11:42	12:43
LUNCH	12:43	1:13
5	1:20	2:15
6	2:22	3:17
7	3:24	4:19

Late Start Bell Schedule		
PERIOD	START	STOP
		7:26
0	7:33	8:23
Late-Start Collaboration	8:30	9:00
1	9:07	9:56
2	10:03	10:52
NUTRITION	10:52	10:58
3	11:05	11:54
4+ Announcements	12:01	12:55
LUNCH	12:55	1:25
5	1:32	2:21
6	2:28	3:17
7	3:24	4:13

Minimum Day Bell Schedule		
PERIOD	START	STOP
		7:36
0	7:43	8:23
1	8:30	9:10
2	9:17	9:57
3	10:04	10:44
NUTRITION	10:44	10:50
4+ Announcements	10:57	11:43
5	11:50	12:30
6	12:37	1:17
7	1:24	2:04

SBAC Testing Bell Schedule		
PERIOD	START	STOP
Testing Block	8:30	10:29
0	9:53	10:29
1	10:36	11:12
2	11:19	11:55
3	12:02	12:38
LUNCH	12:38	1:08
4	1:15	1:51
5	1:58	2:34
6	2:41	3:17
7	3:30	4:06

Assembly Bell Schedule		
PERIOD	START	STOP
		7:22
0	7:29	8:23
1	8:30	9:14
2	9:21	10:05
NUTRITION	10:05	10:11
3	10:18	12:08
Assembly 1	10:18	11:13
Assembly 2	11:18	12:08
4+ Announcements	12:15	1:05
LUNCH	1:05	1:35
5	1:42	2:26
6	2:33	3:17
7	3:24	4:08

Final Exam Bell Schedule		
PERIOD	START	STOP
		8:23
1 or 2	8:30	10:04
NUTRITION	10:04	10:10
3 or 4	10:17	11:51
5 or 6	11:58	1:32

Revised 9/9/22

## **ACADEMIC HONESTY CODE**

Los Alamitos High School requires all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Grades should reflect the student's own work in the fairest possible way. Academic dishonesty, cheating, intent to cheat, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill that s/he does not possess. It involves any attempt by a student to substitute the product of another, in whole or in part, as his/her own work. It also includes theft, possession, or unauthorized use of any answer keys or model answers.

Students who violate the Los Alamitos High School Academic Honesty Code will be subject to disciplinary action up to and including: "0" on assignment, reduction of grade, suspension, dismissal from student offices and all athletics and extracurricular activities, involuntary transfer, and expulsion. This policy covers all school related tests, quizzes, reports, class assignments, and projects, both in and out of class.

Cheating includes but is not necessarily limited to:

### Copy/Sharing Assignments

- Copying or giving an assignment to a student to be copied, unless specifically permitted or required by the teacher

### Plagiarism

- Plagiarism\* or submission of any work that is not the student's own
- Submission or use of falsified data or records

### Cheating or intention to cheat on exams or major projects

- Use of unauthorized material including textbooks, notes, calculators, or computer programs prior to, during, or after an examination or major project.
- Supplying or communicating in any way, unauthorized material including textbooks, notes, calculators, or computer programs prior to, during, or after an examination or major project

### Forgery/Stealing

- Unauthorized access to an exam or answers to an exam
- Use of an alternate, stand-in, or proxy during an examination
- Alteration of computer and/or grade book records or forgery of signatures for the purpose of academic advantage
- Sabotaging or destroying the work of others

\*Plagiarism: "Plagiarism" is the "act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind." It involves "the use of any outside source without proper acknowledgment." In the academic setting, an "outside source" includes "any work, published or unpublished, by any person other than the student."

You are cheating if you:

- Copy, fax, duplicate, or transmit using any technology, assignments that will each be turned in as "original" work
- Exchange assignments by printout, disk transfer, modem, or other electronic or recorded means, then submit it as "original" work
- Write formulas, codes, and/or keywords on your person or objects for use in a test
- Use hidden reference sheets during a test
- Use programmed material in watches, calculators, electronic devices or computer programs when prohibited
- Exchange answers with others (either give or receive answers)
- Submit someone else's assignment as your own, in whole or part

- Submit material (written or designed by someone else) without giving the author/artist name and/or source (e.g., plagiarizing, or submitting work done by family, friends, or tutors)
- Take credit for group work, when little contribution was made
- Do not follow additional specific guidelines on cheating as established by a department, class, or teacher
- Steal tests, answers, or materials; or have unauthorized possession of such materials
- Sabotage or destroy the work of others

## **AERIES BROWSER INTERFACE – ONLINE STUDENT RECORDS**

Aeries Browser Interface (ABI) is our online student record portal for parents and students. Parents and students are able to view student records from our school's database using the District Online Portal. Through our secure server you will be able to view your student's academic progress, grades, demographic data, attendance records, and class schedule. There is a parent tutorial available on the website that explains how to open a new student account. To obtain your student's ID number and verification passcode, please contact our Data Technician at 562-799-4780, extension 82215

## **ASSOCIATED STUDENT BODY MEMBERSHIP**

An Associated Student Body membership may be purchased at registration. Proof of the ASB membership will be marked on the student's I.D. card. With the ASB membership, students are entitled to FREE admission to all regularly scheduled home athletic events, reduced rates to away athletic contests and discounts on LAHS dances. If a student attended every function for which admission is charged, s/he would save over \$250. We encourage your son or daughter to purchase a card.

## **ATHLETICS**

Los Alamitos High School is a member of the C.I.F. Southern Section, Sunset Conference. To be eligible to participate in C.I.F. athletics, a student must meet the following criteria:

- Have proper district residency or be attending on a valid Interdistrict permit.
- Have proper insurance.
- Have passed at least 20 credits in the previous 6-week grading period.
- Be currently enrolled in classes worth 20 credits, only 5 of which may be from Physical Education.
- Be under 19 years of age as of June 15<sup>th</sup> of a student's junior (or third) year
- Refer to the 2.0 Rule below.

The 2.0 Rule - Any student participating in extra- or co-curricular activities must maintain a GPA of 2.0 or above each semester. If the student falls below a 2.0 for a semester, s/he is given probationary status. If the student again falls below a 2.0 for another semester during his/her high school career, s/he will be ineligible to participate until a 2.0 semester GPA is achieved at a semester grading period. Any questions or details regarding Athletics should be directed to the Assistant Principal of Activities, at extension 82235.

## **ATTENDANCE POLICY**

Classroom attendance is considered to be an integral part of the learning experience at Los Alamitos High School. As such, students must actively participate in classroom instructional activities designed by the teacher, and missing these learning experiences may affect students' academic success. To support teaching and learning, the State of California requires that a student attend school between the ages of 6 and 18 or until graduation from high school, whichever comes first.

The following policy and guidelines for attendance are what Los Alamitos High School has adopted to ensure our state's mandate:

### **Excused Absences**

California Education Code 48205 - A student absence will only be excused if the reason for the absence, as reported by the parent/guardian, meets the criteria specified in California Education Code 48205 (see Excused Absences below). The parent/guardian is obligated to compel the regular and prompt attendance of their student to school. The State of California requires that when a student is absent, the parent/guardian must contact the school and verify the reason for, and the dates of, the absence. According to the California Education Code, students arriving to class 30 minutes after the bell that signals the start of the period are deemed truant.

#### **Excused Absences:**

California Education Code 48205 states that a student shall be excused from school when the absence is due to:

1. Illness (parent/guardian must verify by phone call or written note *If the District feels that a student is absent excessively, the District may require a doctor's note after every absence.*)
2. Bereavement (one day within the state, three days outside the state)
3. Quarantine (under the direction of a county or city health officer)
4. Medical appointment (absence verified by a medical professional on medical office letterhead)
5. Court appearance
6. Religious retreat (shall not exceed 4 hours per semester)

#### **Saturday Academic Intervention Academy (S.A.I.A.):**

Parents or guardians must verify absences within 3 days, or the absences will be recorded as unexcused and may result in truancy

- Three trancies will result in Saturday Academic Intervention Academy (S.A.I.A.).
- The Attendance Office will assign the S.A.I.A. once the unverified absences are declared truant.
- Students will receive a S.A.I.A. notification for attendance violations within two days of the unverified absences being declared truant.
- Failure to serve S.A.I.A. will result in students being placed on the "Loss of Activities List."
- A student will be truant if absent from school without prior parent notification to the school, or if they leave campus without checking out with the Attendance office or Nurse's office. Parents MAY NOT clear trancies received if a student decides not to go to a particular class.

A ONE-TIME (per school year) request to clear an absence after 3 school days requires a parent's signature at the school site.



## **Tardy Policy**

California Education Code 48260—Any student who is absent from school without a valid excuse more than three days or tardy more than three days in one school year is a truant and shall be reported to the Assistant Principal of Attendance. Students arriving to class after the bell signaling the start of the period are deemed tardy. All tardies will be tracked through the Attendance office. The Attendance office will make SART and SARB (see definitions below) referrals for multiple tardies.

## **Saturday Academic Intervention Academy (S.A.I.A.) & Loss of Activities List**

The aim of S.A.I.A. and its curriculum is to encourage adherence to school policy by providing an intervention that is consistent, fair, and respectful to the structure of academic accountability that increases students' sense of leadership and connectedness to the LAHS school community.

S.A.I.A. is an opportunity for students to make up time and academic work they have missed due to tardies and trancies. Students with multiple tardies and trancies who do not attend assigned S.A.I.A. will be placed on the "Loss of Activities List." Students must clear all S.A.I.A. hours resulting from tardies, trancies, and discipline issues (see Discipline Code) by attending S.A.I.A., participating in campus beautification, serving alternative interventions (study hall, Griffin Lab, after-school intervention and/or community Service), or attending detention(s) in Room 602 during lunch or Room 611 after school. Clearing S.A.I.A. hours are required in order to be removed from the Loss of Activities List and for participation in school activities including but not limited to: Parking passes, Off-campus lunch pass, campus dances, Winter Formal, Prom, any contest, nomination, or graduation activities.

## **Campus Beautification**

For students that are unable to attend S.A.I.A. due to a job, sport, or family obligations, an alternative exists in the form of campus beautification. Campus beautifications are held weekdays, afterschool, between 3:25pm and 4:10pm, and students must be present the entire time for the campus beautification to count towards Loss of Activities clearance. Campus Beautification is located in the Attendance office. Two campus beautifications are equivalent to attending one S.A.I.A.

## **Detention**

Detentions exist to support student accountability for trancies and tardies. Detentions occur daily in Room 602 during lunch or before school, 7:45 - 8:15, in Room 611 or Attendance Office. Students must be present for the full time period for the detention to count towards Loss Of Activities clearance (a five-minute grace period for getting food will be allotted). Six Detentions are equivalent to a S.A.I.A.

## **Other Alternatives To The Saturday Academic Intervention Academy**

Students who receive S.A.I.A. may also fulfill their obligation by attending: Study Halls offered by teachers/coaches, Griffin Lab, after school intervention programs and/or community service. An equivalent number of hours is required and students will have to show proof they attended.

## **Perfect Attendance**

10 consecutive days of perfect attendance are equivalent to a S.A.I.A. Five additional consecutive days will clear another S.A.I.A.

## **“Banking” S.A.I.A.’s**

Los Alamitos High School does not support students “banking” S.A.I.A.’s, Campus Beautifications, or Detentions in advance of future attendance infractions. All students with “clear” records will not be able to attend these offerings in anticipation of future infractions.

## **Saturday Academic Intervention Academy Protocols**

### **S.A.I.A. Rules:**

- Students will report to room Lecture Hall promptly at 8:00 am.
- Students should come prepared with pencil/pen, paper, and a positive attitude to participate in the S.A.I.A. curriculum, guided activities, completion of assigned school work, credit recovery, etc. Students may bring their school device, personal school work, textbooks, assigned novels and study items to use if time permits.
- Students will be expected to show their work and complete an “Exit Ticket” at the end of S.A.I.A., indicating what they have accomplished and what they will do to ensure that they do not receive another S.A.I.A.
- Any student may attend the S.A.I.A. It is not just for students who are required to attend due to attendance and behavioral infractions. If you would like to sign-up, please speak with Campus Beautification in the Attendance Office before school, during nutrition, during lunch, and after school.
- Students may make up quizzes/tests in S.A.I.A., but must receive permission from their teacher and inform Campus Beautification.
- Cell phone use is not permitted at S.A.I.A. Cell phones must remain out of sight unless a student is on a scheduled break. Use of cell phones during S.A.I.A. is grounds for dismissal and credit will not be issued.

### **Questions about the Saturday Academic Intervention Program:**

- If you have questions about when, where, or how to serve S.A.I.A., speak with Campus Beautification or Mr. Bowen. You can also speak with Campus Beautification or Mr. Bowen regarding your S.A.I.A. date, opportunities to serve early, alternative programs and opportunities to reschedule.

### Truancies Consequence Schedule

Number of Truancies	Consequences & Actions Taken
3	1. Attendance office issues S.A.I.A.
4	1. Attendance office issues S.A.I.A. 2. Parent/Guardian informed and 3. 1st SARB (School Attendance Review Board letter mailed home (Uniform Parent/Guardian Letter). 4. Student is referred to School Counselor.
5	1. Attendance office issues S.A.I.A. 2. Parents are informed and 2nd SARB letter is sent home. 3. SART (School Attendance Review Team) meeting scheduled with student & parent/guardian and SART contract completed.
6	1. Attendance office issues S.A.I.A. 2. SART contract reviewed with student and parent/guardian 3. 3rd SARB letter mailed home.
7	1. Attendance office issues S.A.I.A. 2. District Attorney letter sent home. Student and Parent/Guardian attend DA meeting. *Activities/privileges restriction Students are placed on the loss of activities list and are restricted from the following: parking passes, off-campus lunch pass, campus dances, winter formal, prom, any contest, nomination, or graduation activity.
8+	1. Attendance office issues S.A.I.A. for each truancy. 2. SARB referral process initiated.

### Tardy Consequence Schedule

Number of Tardies	Consequences & Actions Taken
1 - 3	<ol style="list-style-type: none"> <li>1. Student is warned by teacher</li> <li>2. Teacher issues detention for each tardy</li> </ol>
4-5	<ol style="list-style-type: none"> <li>1. Parents notified by teacher via email or phone call</li> <li>2. Teacher issues detention for each tardy</li> <li>3. Teacher refers student to School Counselor</li> </ol>
6*	<ol style="list-style-type: none"> <li>1. Teacher issues detention for each tardy</li> <li>2. Attendance office issues S.A.I.A.</li> </ol>
7-9	<ol style="list-style-type: none"> <li>1. Teacher issues detention for each tardy</li> <li>2. Attendance office conferences with student and notifies parent/guardian of excessive tardies (via telephone and mailed letter).</li> </ol>
10-11	<ol style="list-style-type: none"> <li>1. Teacher issues detention for each tardy</li> <li>2. Attendance administration holds SART conference with student and parent/guardian</li> <li>3. SART contract signed by student</li> <li>4. Attendance office issues S.A.I.A. for 10th tardy</li> </ol>

12+	<ol style="list-style-type: none"> <li>1. Teacher issues detention for each tardy</li> <li>2. Attendance office issues S.A.I.A.</li> <li>3. SART Contract reviewed with student and parent/guardian</li> <li>4. SARB referral made after review of SART Contract</li> </ol> <p>*Activities/privileges restriction</p> <p>Students are placed on the loss of activities list and are restricted from the following: parking passes, off-campus lunch pass, campus dances, winter formal, prom, any contest, nomination, or graduation activities.</p>
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\* 6 Tardies equal 1 S.A.I.A.

## Examples of Steps to Clear S.A.I.A.'s

CONSEQUENCE	HOW TO CLEAR
<p>A student who earns a 4-hour S.A.I.A. or 4 discipline hours can clear the S.A.I.A.'s or hours the following ways:</p>	<p style="text-align: center;">1 day of assigned S.A.I.A.</p> <p style="text-align: center;">or</p> <p style="text-align: center;">2 days of campus beautification</p> <p style="text-align: center;">or</p> <p style="text-align: center;">6 detentions</p> <p style="text-align: center;">or</p> <p style="text-align: center;">* 10 days of perfect attendance (no absences or tardies) clears 1 S.A.I.A.</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Alternative Intervention (e.g. Griffin Lab, Community Service, etc.)</p> <p style="text-align: center;">* After 10 days, each additional 5 consecutive days of perfect attendance clears 1 S.A.I.A.</p>

<p>A student who earns two 4-hour S.A.I.A.'s</p> <p>or 8 discipline hours can clear the S.A.I.A.'s or hours the following ways:</p>	<p>2 days of assigned S.A.I.A.</p> <p>or</p> <p>4 days of campus beautification</p> <p>or</p> <p>12 detentions</p> <p>or</p> <p>* 10 days of perfect attendance (no absences or tardies) clears 1 S.A.I.A.</p> <p>or</p> <p>Alternative Intervention (e.g. Griffin Lab, Community Service, etc.)</p> <p>* After 10 days, each additional 5 consecutive days of perfect attendance clears 1 S.A.I.A.'s</p> <p>Students are placed on the loss of activities list until</p> <p>S.A.I.A. hours are brought current to date.</p>
<p>5 S.A.I.A.'s or an accumulation of 20 hours of detention within any one semester</p>	<p>Automatic loss of all activities for the semester with an intervention attendance contract to be decided with the Assistant Principal of Attendance.</p>

**\* S.A.I.A.'s earned through Student Services for behavior infractions are NOT eligible to be cleared via perfect attendance and must be cleared through serving assigned S.A.I.A.'s.**

**PLEASE KEEP IN MIND:** Students with multiple trancies and tardies who do not attend assigned S.A.I.A. will remain on the Loss of Activities List. Students must clear all S.A.I.A.'s resulting from tardies and trancies by attending S.A.I.A., participating in campus beautification, serving alternative interventions, or attending detentions in rooms 602, 611, or Attendance in order to participate in activities including but not limited to: parking passes, off-campus lunch pass, campus dances, winter formal, prom, any contest, nomination, or graduation activities. S.A.I.A. hours accumulate and carry over from semester to semester. At the discretion of the Administrator, students who violate any school policy that results in an out-of-school suspension are subject to a loss of all activities including participation in graduation activities and graduation ceremony.

## **PERFECT ATTENDANCE**

Perfect Attendance is given in a student's senior year for attending school every day, every period, for all four years. There is also an award given to any senior who has attended every day, every period, in our district since kindergarten.

## **BREATHALYZER POLICY**

The Los Alamitos Unified School District is committed to eliminating the use of alcohol by students who are at school or at any \*school-related activity. Alcohol use by students is illegal and poses a serious threat to both the student and other members of the school community. Therefore, any student for whom there is a reasonable suspicion of the use of alcohol may be asked to submit to a Breathalyzer test.

Guidelines:

1. A student about whom there is a reasonable suspicion of consumption of alcohol may be asked to submit to a Breathalyzer test. Indicators of reasonable suspicion may include, but are not limited to, the odor of alcohol, slurred speech, unsteady gait, lack of coordination, bloodshot or glazed eyes, or such other information as is reasonable to raise suspicion.
2. Breathalyzer tests shall be administered before gaining entrance to dances (including Winter Formal and Prom) and/or other school related activities, by a school administrator, School Resource Officer or other designee. .
3. If a student tests positive for the presence of alcohol, a parent or guardian must transport the student home. If a parent is not available to transport a student, the Los Alamitos Police Department will be called.
4. \*All students who attend a school dance will be subject to a random breathalyzer. Please see the LAHS Dance Policy in the Parent/Student Handbook.
5. Students determined to have consumed alcohol will be suspended and/or expelled from school.

## **CAMERA POLICY**

Students and any persons not employed by the Los Alamitos Unified School District are prohibited from taking photos or videos of individuals on our campus during school hours. Personal video equipment may not be brought to campus without prior written permission. Taking photos and/or video on any type of device, including cell phones is not allowed during school activities, classes or campus activity without prior written permission. An exception to this policy is made in cases where video equipment is part of the curriculum of a LAHS course and the student has specific permission from the teacher. Parents wishing to photograph or videotape student activities (i.e. pep rallies, assemblies, etc.) during school hours may receive permission when they register at the Main Office as a campus visitor. Videotaping athletic contests and other extracurricular activities that are open to the public are not affected by this policy.

## **CELL PHONES, ELECTRONIC DEVICES AND HEADPHONES, AIRPODS, EARBUDS**

Students are not permitted to use electronic devices including, but not limited to: cell phones, headphones, AirPods and earbuds, during the regular school day which begins at 8:30 a.m. and ends at 3:17 p.m., except during nutrition, passing periods and lunch. "Use" is defined as, but not limited to, having the device on, having the device out on campus, having the device sound off (including vibrating), viewing, typing sending or receiving a text message, checking or entering phone numbers, taking or viewing pictures, listening to music, checking the time, and/or reaching for the device in a backpack or purse.



All devices must be turned off and out of sight while in class, unless permitted by the teacher for academic use only.. Headphones/AirPods and/or earbuds must be taken off before entering the classroom.

Once a device is given to Administration, the following consequences will be applied:

- 1st Offense – The item will be confiscated from the student, turned over to Administration, and returned to the student at the end of the school day.
- 2nd Offense – The item will be confiscated from the student, turned over to Administration, and returned to a parent/guardian only. A detention will be assigned, and warning of a 4-hour Saturday School on the next offense.
- 3<sup>rd</sup> Offense - The item will be confiscated from the student, turned over to Administration, and returned to a parent/guardian only. A 4-hour Saturday School will be assigned, and warning of a suspension on the next offense.
- 4th & more Offense(s) – The item will be confiscated from the student, turned over to Administration, and returned to a parent/guardian only. The student will be suspended from school for 1 or more days for defiance of school authority.
- A parent must always pick up an electronic device that has been used in violation of the Academic Honesty Code.

Any student violating the electronic device policy during a quiz or test will be given an automatic zero (“0”) on the quiz/test in addition to the other consequences above.

Any student refusing to hand over an electronic device to any staff member will be considered in defiance of authority, will receive a Saturday School and may be suspended.

The following items are never allowed on campus: portable speakers, boom boxes, personal gaming devices or any device deemed disruptive to the school environment.

Los Alamitos High School is not responsible for the loss or theft of any electronic device. If a student elects to bring an item of value to campus, s/he is responsible for the supervision of his/her personal property. Students must take special care to make sure their lockers are securely locked.

## **CLUBS AND ACTIVITIES**

The following is a partial list of clubs that are offered at Los Alamitos High School. For a more current list, please visit [www.losal.org](http://www.losal.org) and look at the Clubs list under the ACTIVITIES tab at the top of the homepage. If any LAHS student is interested in joining one of these groups, s/he is urged to contact the advisor in September. Club meetings are announced through the leadership of the clubs, so students must be active participants. Students interested in starting a new club may do so by downloading the club application from the Los Alamitos High School homepage under the ACTIVITIES tab in the CLUBS section.

Students may apply/audition for selection into the following groups in the spring of each year. Please speak with the program instructor directly for application and/or audition information. You may also visit their website information either under the ACTIVITIES tab or on their individual teacher pages at the Los Alamitos High School homepage.

<i>Academic</i> Academic Quiz Team Model United Nations Science Olympiad Team Drama Club French Club Japanese Club Spanish Club Math Club	<i>Honors</i> CA Scholastic Federation French Honor Society Japanese Honor Society Spanish Honor Society National Honor Society	<i>Service</i> Griffins With a Mission Interact (Rotary) Key Club (Kiwanis) Link Crew	<i>Continuing Active Clubs</i> Chess Club Computer Science Club Make A Wish Recycling Club
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<b>Activity</b>	<b>Programs</b>	<b>Instructor</b>
Associated Student Body (Student government)	Elected positions: Class Officers Appointed (interviewed) positions: Commissioners	Tami Sciacca, Activities Director tsciacca@losal.org (562) 799-4780 ext. 82712
Choir	Sound FX      Xtreme Sound Trax      Xpressions Axcent	David Moellenkamp dmoellenkamp@losal.org (562) 799-4780 ext. 82235
Dance	Dance Dance Team	Rikki Jones rjones@losal.org (562) 799-4780 ext. 82501
Band (Marching)	Marching Band Color Guard Drumline (Percussion)	Paul Crockett pcrockett@losal.org (562) 799-4780 ext. 82912
Orchestra Jazz Band	Symphonic Band      Advanced Band Wind Symphony      String Orchestra Jazz Band I, II, & III	Justin Padilla jpadilla@losal.org (562) 799-4780 ext. 82519
Drama	Theater Appreciation Intermediate Drama Advanced Drama	Stacy Castiglione scastiglione@losal.org (562) 799-4780 ext. 82513
Yearbook	Yearbook class	Tracy March tmarch@losal.org (562) 799-4780 ext. 82245
Newspaper	Beginning Journalism Advanced Journalism (Newspaper)	Lori Franzen lfranzen@losal.org (562) 799-4780 ext. 82355

Electronic form on our website  
under **STUDENT ONLINE  
REGISTRATION.**

## **CODE OF CONDUCT**

For Athletics, ASB, Performance & Competition Groups

This form is REQUIRED from all students because most Los Alamitos High School students participate in some sort of co- or extra- curricular activity during the course of a year.

An important aspect of high school athletics and activities is learning behavior appropriate to circumstance. Athletes, ASB members, performance and competition groups often represent the school publicly, causing their behavior to be subject to more than the usual scrutiny. Keeping in mind that participation in extra- and co-curricular activities is a privilege and not a right, some behaviors are subject to standard consequences, including removal from the program.

I. The following rules & consequences apply to ALL athletes, ASB, performance & competition groups, etc  
DRUGS, ALCOHOL, CONTROLLED SUBSTANCES OR INTOXICANTS OF ANY KIND or WEAPONS/CHEMICALS: *Unlawful possession \* use, sale, transportation or provision of drugs, alcohol, intoxicants or any controlled substance or weapons/chemicals pursuant to Ed. Code 48900B, 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 three weeks.*

\* Possession of alcohol, drugs, intoxicants or a controlled substance or weapons/chemicals is a serious offense. The term “possession” is so broad that it covers certain cases where you may not have physically touched or you may have had only momentary contact with the alcohol, drugs, intoxicants or controlled substance or weapons/chemicals. You need only have a small degree of control over the situation, i.e., the ability to leave. In short, if you are in the presence of alcohol, drugs, intoxicants, or a controlled substance or weapons/chemicals, you may be charged with unlawful possession.

Note: Parent support for this Student Code of Conduct is crucial to its success. Parents who directly or indirectly participate in providing alcohol to students and/or knowingly permit students to drink alcohol are a major concern. These parents are potentially responsible for the adverse consequences to their own child, as well as to the group s/he represents.

II. The Following CIF Rules & Consequences apply to athletes:

#### INTERACTION WITH OFFICIALS

If an athlete physically assaults an official, the athlete shall be banned from interscholastic athletics for the remainder of the student's eligibility.  
*(CIF Blue Book Sect. 522)*

#### UNSPORTSMANLIKE CONDUCT

If an athlete is ejected from a game for any reason, (unsportsmanlike conduct, fighting, etc.), the athlete shall be prohibited from participating in the next contest.  
*(CIF Rule)*

\*\* In addition, many teams, ASB, performance & competition groups have their own written standards for participation for which a student may be suspended or removed from the program.

### **COLLEGE AND CAREER CENTER**

The College and Career Guidance Center is located in room 206 . Students are encouraged to come in before school and after school, during nutrition and lunch, and during class with teacher permission. The Career Center is open from 8:00 a.m. – 4:30 p.m. and offers the following services:

- Career Technical Education Pathways (Engineering, Film and Television Production, Sports Medicine, Computer Science, Early Childhood Education, and Emergency Responder)
- Classroom Presentations by grade level
- College and Career Bi-Monthly Newsletter
- College Application Workshops
- College Entrance Testing Information (Pre-ACT, PSAT, SAT, ACT)
- College Visits
- Community College Night/Week
- Employment Services – Job Board, Work Permits and Entertainment Permits
- Field Trips
- Financial Aid and Scholarship Information
- Guest Speakers (College and Career)
- Liaison to Military Representatives
- Mentor Breakfast (Career Day)
- Naviance support (Career Assessments, 4 year plans, Career Exploration, College Research)

- Career Cords for Graduation
- ROP Course Information (North Orange County Regional Occupational Program offers after school and onsite classes to allow students to gain exposure to various career occupations.

### **HOW TO LOG IN TO NAVIANCE**

- Log into mylosal.golosal.net
- Click on the ‘Clever’ app icon
- Click on the option to “Log in with your Los Al email address” and follow the steps
- Scroll down to the list of “More Apps” and select the ‘Naviance’ app
- Parents also have their own Naviance account. All parents can receive an activation code from their student’s counselor

### **QUESTIONS FOR THE COLLEGE AND CAREER CENTER**

Marianne Schaeffer  
College and Career Counselor  
(562) 799-4780 x 82240  
[mschaeffer@losal.org](mailto:mschaeffer@losal.org)

Kelly Barton  
College and Career Technician  
(562) 799-4780 x 82244  
[kbarton@losal.org](mailto:kbarton@losal.org)

### **COMPUTER LAB**

The Computer Labs, located in the Media Center and College & Career Center, are equipped with PCs, laptops and/or Chromebooks. They are open daily from 8:00 a.m. to 4:00 p.m. In order to use the internet, students must have a current LAHS ID card. To be in the Media or College & Career Center during class time students must have a pass signed by their teacher. Food and drinks are not allowed. See “Media Center” and “Internet Policy” for more information about utilizing school computers.

### **COUNSELING AND GUIDANCE**

A Curriculum Handbook containing detailed information regarding course descriptions, courses of study, UC/CSU requirements, and other valuable information is available in the Counseling Office and on the website under “Academics.” Counseling alpha assignments for all grades can be found on the website under Academics/Counseling.

<b>Shelley Riekenberg</b>	<b>9 – 12</b>	<b>A – Coi</b>	<b>Ext. 82212</b>
<b>Jodi Hutchinson</b>	<b>9 – 12</b>	<b>Coj – Gre</b>	<b>Ext. 82214</b>
<b>Gail Davenport</b>	<b>9 – 12</b>	<b>Grf – Lee</b>	<b>Ext. 82239</b>
<b>Kevin Garcia</b>	<b>9 – 12</b>	<b>Lef – Nt</b>	<b>Ext. 82213</b>
<b>Matt Riehm</b>	<b>9 – 12</b>	<b>Nu – Shi</b>	<b>Ext. 82211</b>
<b>Christy Ricks</b>	<b>9 – 12</b>	<b>Shj – Z</b>	<b>Ext. 82210</b>

## **DANCE POLICY**

Los Alamitos High School prides itself in putting together outstanding formal and school dances with many entertaining activities. This year, both the Winter Formal and Prom again promise to be well-organized, enjoyable events. The staff and administration of Los Alamitos High School want students to experience a drug and alcohol-free dance. To support this goal, LAHS is strictly enforcing discipline involving substance abuse.

As you are aware – possession, use, furnishing, selling or being under the influence of a controlled substance or an alcoholic beverage while going to or coming from the dance, or while attending the dance, are grounds for disciplinary action, including suspension and/or possible expulsion. Other forms of misconduct described by school and district rules are subject to the same forms of discipline. Please be aware that all students attending any dance may be randomly selected to take a Breathalyzer test. While not mandatory, students will not be allowed into the dance if they refuse to take the test. Further, students observed during the course of formal dance activities to be in possession of, using, selling, furnishing, or under the influence of alcoholic beverages or controlled substances will be questioned and given an opportunity to provide their version of the incident. Students may choose to take a Breathalyzer test and they will be admitted if they pass; however, students who test positive for alcohol on the Breathalyzer, or students suspected to be “under the influence” who choose not to take the Breathalyzer test will be removed from the dance and suspended from school. The parents of that student will be contacted to come and pick up the student. Any student under the influence of alcohol or drugs at any school dance will not be allowed to attend the *next* school dance.

One trend which has caused concern for the school is student use of party buses/limousines. Groups of students get together and rent a bus/limo to transport them to and from the dance. Unfortunately, alcohol has been discovered on some of these buses/limos during recent formal dances. Additionally, at past dances students have revealed that alcohol has been served at home prior to the dance. Alcohol consumption prior to or at any school event will not be tolerated. Therefore, every party bus/limo bringing students to a dance will be searched by school assigned personnel. If any alcohol is found, no students on the bus/limo will be admitted to the dance whether they knew about the alcohol or not. The bus/limo will be sent back to its place of origin and no ticket refunds will be given. It is the responsibility of the students and their parents to ensure that these vehicles remain alcohol and drug-free. We appreciate parent assistance in prohibiting the use of alcohol by students prior to or following any school event.

Personal responsibility is just one of the many traits Los Alamitos High School teaches. Students are reminded that they must follow proper decorum at dances. Dancing that simulates sexual activity, "slam" or “freak” dancing, or any other activity that creates unsafe conditions will not be allowed. This type of behavior can result in removal from the dance. If a student is removed from a dance for inappropriate dancing or creating unsafe conditions, s/he will not be allowed to return to the dance. Further, any student who is removed from a dance may not attend the next school dance. Plan to be responsible and make the dance a pleasant, safe and memorable experience. If you have any questions concerning school rules on alcohol and controlled substances, or the use of the Breathalyzer at formal dances, please contact the Assistant Principal of Student Services.

## **DANCE DRESS CODE FOR FORMALS**

The Formal Dance Dress Code has been established to provide a special evening of ethical and moral behavior to promote a safe and healthy environment free of disruption. Students are expected to dress in appropriate evening attire. Clothing should be clean, in good repair, and worn in an appropriate manner. The following are examples of what to wear:

### **Males**

Dress slacks/long sleeve dress shirt and tie  
Dress slacks/long sleeve dress shirt, tie and sweater  
Sports coat with the above  
Suit or Tuxedo  
Appropriate dress shoes

### **Females**

Formal Dress – tea length or longer  
Blouse/skirt – tea length or longer  
Dress slacks/blouse/Pant suit  
Appropriate dress shoes  
(no slippers, tennis shoes or flip flops)

(no slippers, tennis shoes, flip flops)

The following are examples of what NOT to wear: Costumes, revealing/transparent clothes, jeans, shorts, bare midriffs, sweats, micro mini dresses/skirts, t-shirts, crop tops, cargo pants, capri pants, hats, canes, combat boots, flip flops, wigs, and do-rags.

If inappropriate attire is worn, individuals will be asked to go home to change. No refund will be issued for dress code violations or attire deemed inappropriate. *It is your responsibility to check your attire with administration prior to the dance if you have concerns.*

## **DELIVERIES TO STUDENTS**

Parents may not deliver lunch, homework, athletic equipment, etc., directly to students in the front parking lot or any other location on campus at any time during the school day, including nutrition and lunch. All items must be dropped off to the Attendance Office and left on the Courtesy Cart. We do not deliver items or notify students of a delivery. All items are left at your own risk.

Please remind your student to check the Attendance Office for items they have requested you to deliver. Label any items you leave for student pick-up. Items not allowed: cash or cell phones. **3rd Party deliveries are not accepted.** This includes restaurant or pizza deliveries from any delivery service and deliveries from florists.

**We will not send call slips or interrupt classrooms. NO announcements or All-Calls will be made.**

## **DISCIPLINE CODE**

In order that students may benefit from our strong curricular program and enjoy the many extra-curricular activities offered at Los Alamitos High School, the Board of Education feels a strong, effective discipline code must exist and be enforced. It is to everyone's advantage that students respect the rights, feelings, and property of others and face the consequences of their actions when they do not. The purpose of this written discipline code is to enable parents and students to discuss and understand the expected behavior of Los Alamitos High School students.

## **EXPECTED STUDENT BEHAVIOR**

Los Alamitos High School students are expected to respect themselves, others, and their property. The rules and regulations expressed in this code are established to maintain a school climate conducive to learning. Students who fail to comply with these rules and regulations shall be subject to disciplinary action. All school personnel and parents have a shared responsibility to enforce school rules and regulations and take the necessary action to correct school behavior that is inappropriate or interferes with the functioning of the school.

The governing board at any school district shall prescribe rules not inconsistent with the rules prescribed by the state board of education for the government and discipline of the school under jurisdiction E.C. 32291.51.

All students shall comply with the regulations, pursue the required course of study, and submit to the authority of teachers of the school. (E.C. 48921)

Participation and attendance at extra-curricular activities is considered a part of the educational program. However, it is a privilege, not a right. Participants and spectators carry responsibilities as representatives of their school communities. All rules of student conduct apply to extra-curricular activities. Students who have an excessive number of disciplinary or attendance related incidents may be excluded from participation in extracurricular events.

## **RIGHTS AND RESPONSIBILITIES**

### **Administrators' Rights . . .**

- To hold pupils to strict accountability for any disorderly conduct in school or on their way to and from school.
- To take appropriate action in dealing with students guilty of misconduct.
- To recommend suspension, exemption, exclusion and/or expulsion as the situation demands.

### **Administrators' Responsibilities . . .**

- To provide leadership that will establish, encourage, and promote good teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance from Student Services in matters concerning serious instructional, behavioral, emotional, health, or attendance problems.
- To grant access to pupil records by parent/guardian or others with proper authorization.

### **Students' Rights . . .**

- To remain enrolled in school until removed under due process conditions as specified in the Education Code.
- To have access to records upon reaching the age of sixteen.
- To be informed in class of school rules and regulations.

### **Students' Responsibilities . . .**

- To attend class regularly and on time.
- To obey school rules and regulations.
- To respect the rights of school personnel and fellow students.
- To be prepared for class with appropriate materials and work.

### **Teachers' Rights . . .**

- To expect students to behave in a manner which will not interfere with the learning of other students.
- To have parental support related to academic and social progress of students.
- To expect students to put forth effort and participate in class in order to receive passing grades.

### **Teachers' Responsibilities . . .**

- To inform parents through report cards and conferences about the academic progress, school citizenship, and general behavior of their children.
- To conduct a well-planned and effective classroom program.
- To initiate and enforce a set of classroom regulations consistent with school and district policies.

### **Parents' Rights . . .**

- To be informed of district policy and school rules and regulations.
- To be informed of all facts and school action related to their children.
- To inspect their child's records with the assistance of a certificated staff member for proper explanation.

### **Parents' Responsibilities . . .**

- To contact or visit school periodically to participate in conferences with teachers or counselors on the academic and behavioral status of their children.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition, and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children.
- To be familiar with district policies and school rules and regulations.

## **DEFINITION OF INFRACTIONS/PROBLEM AREAS**

Arson - The malicious or deliberate setting of fires to property.

Brandishing - The display of any weapon or dangerous object in a threatening manner.

Bullying – Including, but not limited to, bullying committed by means of an electronic act, directed toward pupils or school personnel.

Criminal Threats - Death or other serious threats against a school official or school property.

Defiance/Insubordination - Refusal to comply with reasonable requests of school personnel.

Disorderly Conduct Including Profanity and Obscene Behavior - Conduct and/or behavior that is disruptive to the orderly education procedures of the school.

Dress Code - All students are expected to dress in clothing that is clean, in good repair, and appropriate for class and school activities. (See complete Dress Code.)

Drugs/Alcohol/Paraphernalia - The use, possession, or sale of drugs, narcotics, vapor pens, el-cigarettes or alcoholic beverages or items connected with the use of the same.

Explosive Devices - The use, possession, or sale of explosive devices including fireworks.

Extortion/Robbery - The solicitation of money or something of value from another person in return for protection or in connection with a threat to inflict harm.

Fighting/Assault/Battery - Engaging in or threatening any act which causes or might cause harm to another person.

Gambling - Participating in games of chance for the purpose of exchanging money or something of value.

Harassment/Threats/Intimidation - Harassment, threats, or intimidation that substantially interfere with an individual's academic performance, creates substantial disorder, and creates an intimidating or hostile environment at school (often based on race, culture, ethnic origin, or religious beliefs).

Hate Violence - Any violent act that occurs because of an individual's race, culture, ethnic origin, or religious belief.

Hazing – A method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. (Does not include athletic events or school-sanctioned events.)

Littering/Throwing Food – Failing to throw trash in a proper trash receptacle or intentionally throwing food.

Misuse of Internet – Accessing any inappropriate sight or use of chat rooms, etc. See Internet Policy.

Profanity/Vulgarity- Language or acts that are considered obscene.



Sexual Assault/Sexual Battery - Engaging in a threatening act that involves sexually related behavior and causes or might cause harm to another person.

Sexual Harassment - Harassment involving sexually related behavior that substantially interferes with an individual's academic performance or creates an intimidating or hostile environment at school.

Vaping/Smoking/Possession/Use of Tobacco or Tobacco-Related Products - The possession or use of tobacco or any product containing tobacco or nicotine products. This includes matches, lighters and vaping devices.

Theft/Possession of Stolen Property - Taking or attempting to take property of others or being in possession of the same.

Vandalism/Destruction/Defacement of Property - Destroying or mutilating property belonging to the school, school personnel, or other persons.

Weapons/Injurious Objects - The possession of any object including, but not limited to all types of knives, any edged object or tool, box cutters, Exact-o blades, razors, stabbing instruments which might be used to inflict bodily injury on one's self or others. Laser light pointers or other laser objects, pepper spray, mace, tasers or any objects that can be injurious and are not required for school/academic use are not allowed on campus. Pepper sprays or other aerosol personal defense items are not allowed.

## **DEFINITION OF DISCIPLINARY ACTIONS**

Informal Conference - A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding the student's behavior.

Formal Conference - A formal conference is held with the student, parent, and one or more school officials. During this conference the student must agree to correct his/her behavior.

Detention - Students may be detained in school for disciplinary or other reasons for a maximum of one hour before or after the school day or during the noon break.

Parent Involvement - Parents may be notified by telephone, personal contact or letter. A conference may be held with the student, his/her parent/guardian, appropriate school personnel, and any other individuals involved with the infraction.

Saturday School Program - Students may be assigned a Saturday School for violation of school rules and regulations.

On Campus Suspension (OCS) - A student may be assigned to an in-school suspension program at the discretion of the principal or designee for those offenses for which suspension is permitted.

Suspension - The student is informed that s/he is subject to a suspension (five days or less). The student is also informed of the due process procedure. The student's parent/guardian is notified by telephone that the student is subject to a suspension. Notification to the parent/guardian must include clear instructions regarding the due process procedure. The suspension is then recorded in the student's disciplinary file.

Transfer to Continuation/Opportunity School - A proposed involuntary transfer notice may be sent to the parent/guardian to initiate the transfer for the student to receive special behavioral and educational services. Parents and/or students have an opportunity to appeal per Board Policy. (See section on Transfer to a Continuation School.)

Expulsion - The student is informed that s/he is subject to the expulsion, and informed of the due process procedures. The student's parent/guardian is notified by telephone and certified letter that the student is subject to expulsion. Notification to the parent/guardian must include clear instructions regarding the due process procedures.

Breathalyzer - Students suspected of being under the influence of alcohol may choose to take a breathalyzer test. This is used to not only determine if a student has a measurable amount of alcohol in his or her system, but as a safety precaution to determine if the amount of alcohol consumed necessitates a 911 call. If necessary, the Los Alamitos Police Department may be called in cases where we are unable to determine if the student is under the influence of alcohol.

## **OTHER CAMPUS REGULATIONS**

The following regulations deal with general rules for which major disciplinary action is *usually* not necessary. Violations of these regulations usually involve one of the following disciplinary actions: Informal conference, formal conference, detention, or Saturday Study program. Continued violations will be considered as a campus disruption or defiance of authority and will be handled according to the recommended procedures outlined in the discipline code.

Bicycles/Skateboards/Rollerskates/blades/Razors – LAUSD prohibits riding of bicycles, razors, skateboards, and/or roller skates/blades on any campus at any time. Skateboards are not allowed on campus during school hours and should be stored and locked in the skateboard racks located on the west end of the bike racks. Students must supply their own lock. In addition to the previously stated disciplinary action, these items will be confiscated.

1st confiscation -	returned at the end of the day
2nd confiscation	returned to a parent or guardian only
3rd confiscation -	returned at the end of the semester

Closed Campus Violation - Los Alamitos High School is a closed campus. Students may not leave campus without checking out and getting a re-admit slip from the attendance office. Students must have a note or the office must have a phone contact with parent/guardian before the student leaves campus. No exceptions will be made for students obtaining permission by the use of a cell phone. Violators are subject to disciplinary action and any absences will be considered trancies.

Dangerous Behavior on Campus - Throwing objects or other behavior that could create injury or interfere with the educational process is not allowed. Individuals who behave or create a situation that could be dangerous to others will receive the appropriate consequences that may include Saturday School or suspension.

Campus Guests - Student guests are not allowed on campus during the school day. Please do not bring friends or relatives to school. They will not be allowed to attend classes or remain on campus.

Helmets for Bicycles, Non-motorized Scooters, Skateboards or In-line skates - State law CVC Section 21212 requires that all persons under the age of 18 must wear a helmet when operating a bicycle, non-motorized scooter, skateboard or in-line skates. Due to this law, LAHS students that ride bicycles or skateboards and store them on campus during the school day cannot do so unless they are accompanied by a helmet.

Lighters, Matches, and Other Combustible Items – Students may not possess lighters, matches, or any other combustible items on campus. Possession of any of these items will result in disciplinary action. The item(s) will be confiscated and will not be returned.

Non-prescriptive Medications – Students may not possess any medication, non-prescriptive or otherwise, on campus. All medication must be administered through the health office. Possession of any non-prescription medication will result in disciplinary action.

Registration of Items Not Normally Allowed on Campus - If needed for a school or class project, items not normally allowed on campus can be brought to school by special permission of a school administrator and teacher. The item must be checked in with an administrator when brought on campus and will require a note from an administrator. They are still subject to the normal penalties if used for any other reason. Note: Items such as squirt guns and other toy-like objects will not be returned.

Supervision Areas – Student supervision area maps are posted in all classrooms and work areas. Students may not be out of the supervision area while eating. Students must remain in the supervision area during school hours unless going to or coming from school or classes (students must exit or enter through a supervised area during lunch), with a class or staff member, or on school business.

Traffic/Parking - A 5 mph. speed limit is in force on campus at all times. Parking regulations are posted and enforced by the Los Alamitos Police Department. Violators are subject to school discipline procedures and the revocation of the privilege to park and/or operate a motor vehicle on campus. (See additional section on Student Parking.)

Infraction	Disciplinary Action
Academic Honesty Code	Student conference, detention, S.A.I.A., parent conference, suspension
Arson	Suspension, expulsion, police involvement
Assault on Staff Member	Suspension, expulsion, police involvement
Bullying	Parent involvement, suspension, expulsion, police involvement
Bus Misconduct	Informal conference, parent involvement, removal from bus, suspension
Criminal Threats	Suspension, expulsion, police involvement
Defiance/Insubordination	Informal conference, detention, S.A.I.A., parent involvement, suspension, expulsion, SARB
Disorderly Conduct or Campus Disruption	Informal conference, detention, S.A.I.A., parent involvement, suspension, expulsion
Dress Code Violation	Detention, parent involvement, S.A.I.A., suspension
Electronic device violation	Confiscation, parent conference, S.A.I.A., suspension
Explosive Devices	Suspension, expulsion, police involvement
Fighting/Assault	Parent involvement, conflict mediation, suspension, expulsion, police involvement
Gambling	Informal conference, parent involvement, suspension, expulsion
Harassment, Threats, or Intimidation	Parent involvement, suspension, expulsion, police involvement
Harassment, Threats, or Intimidation of a Witness	Parent involvement, conflict mediation, suspension, expulsion, police involvement
Hate Violence	Suspension, expulsion, police involvement
Hazing	Parent involvement, suspension, expulsion, police involvement
Littering/ Throwing food	Student conference, detention, S.A.I.A., parent conference, suspension
Misuse of Internet	Revocation of internet privileges, S.A.I.A., suspension
Possession/Use of Tobacco/Nicotine Products/Vaping Devices	S.A.I.A., suspension, Vape Educate, Nicotine Cessation classes
Possession/Use/Sales of Drugs/Alcohol/ Paraphernalia	Suspension, expulsion, police involvement, Project Intervention/JADE (optional)

Profanity/Vulgarity/ Obscenity	Informal conference, parent involvement, S.A.I.A., suspension, expulsion, C.A.R.E.'s Program
Robbery/Extortion	Suspension, expulsion, police involvement
Sexual Assault/Battery	Suspension, expulsion, police involvement
Sexual Harassment	Informal conference, parent involvement, S.A.I.A., suspension, expulsion
Theft of School/ Private Property	Suspension, expulsion, police involvement
Traffic/Parking	Informal conference, ticketing or towing, loss of operational privilege, suspension
Vandalism/Graffiti	Informal conference, parent involvement, S.A.I.A., suspension, expulsion, police involvement
Weapons/Dangerous Objects	Suspension, expulsion, police involvement

The disciplinary actions listed above are possible responses to a disciplinary situation and are not a progression of responses. The severity of the incident/infraction will dictate the disciplinary response. Violation of any of the aforementioned actions may result in the revocation of an inter-district permit.

## **SUSPENSION PROCEDURES**

1. A conference is to be held with the student. The student is allowed the opportunity to present his/her version and evidence in his/her defense. The student should be advised of the reason for the disciplinary action. It is possible to suspend a student without a conference if it is judged to be hazardous to the well-being of the school to return the student to the campus for the conference.
2. An attempt will be made to contact the parent/guardian informing them of the suspension.
3. A parent or guardian will be given written notice of the suspension within 24 hours.
4. The parent/guardian must respond to the school's request for a conference without delay as per state law.
5. The parent/guardian will be informed that the superintendent or his designee may review the suspension.
6. A student may not be suspended for more than five consecutive days.
7. No student shall be suspended for more than twenty days in one school year.
8. A suspended student may be required to complete and receive credit for assignments and/or tests missed during the suspension as provided by the teacher.
9. A suspended student must remain under parental supervision and not be on any school campus or attend school activities for the duration of the suspension.

## **REQUIRED REPORTS ON DISRUPTIVE STUDENTS**

Education Code section 49079 has been amended to expand the circumstances in which districts must inform teachers about students who have engaged in violent or disruptive conduct in the past. The law requires districts to inform teachers of any students who during the three previous school years have been suspended for the following criminal or disruptive conduct at school, while going to or coming from school, or during a school sponsored activity:

- Causing, attempting, threatening physical injury to another person
- Possessing, selling, or otherwise furnishing a firearm, knife, or other dangerous object or imitation firearm
- Possessing, using, or selling illegal drugs, alcohol, or drug paraphernalia
- Committing or attempting robbery or extortion
- Damaging school or private property
- Stealing or attempting to steal school or private property/possession of stolen property
- Committing an obscene act or engaging in habitual profanity or vulgarity

- Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
- Knowingly receiving stolen school or private property
- Harassment, threats or intimidation to other students/staff for any reason.
- Hate violence
- Sexual assault
- Terrorist threats
- Bullying/Cyber-bullying
- Hazing

Information received by a teacher pursuant to this section is received in confidence and must not be further disseminated by the teacher.

#### 48910. Suspension by Teacher

(a) A teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision. As soon as possible the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. A school counselor shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

(b) A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day, this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

### **DRESS EXPECTATIONS**

During the 2021-22 school year, a committee was formed to review the LAHS dress code. The committee was composed of all stakeholders: students, teachers, classified staff, parents, counselors and administration. The committee met several times and made recommendations to update and revise the policy. Surveys were also sent out to the entire LAHS staff and student body to garner feedback. This resulted in an update to our Dress Expectations that will go into effect for the 2022-23 school year.

Dress Expectations are established to support a productive, positive and healthy learning environment for all. They are gender neutral/universal, inclusive of all body types, provide consistent expectations and have measurable standards.

Students are expected to dress in an appropriate fashion that does not disrupt the educational process. Clothing should be clean, in good repair, and worn in an appropriate manner.

Students should not wear:

1. Clothing that is disruptive to the educational process and include, but are not limited to the following:

- clothing that allows undergarments to be exposed (see-through or mesh garments must not be worn without appropriate coverage underneath)
- clothing that allows private body parts to be shown when standing, sitting, kneeling or bending over
- shorts with less than a 2 inch inseam
- skirts or dresses that are shorter than the length of an arm with a closed fist
- no strapless and/or backless shirts/tops/dresses
- sunglasses must be removed prior to entering a classroom
- chests and midriffs should be predominantly covered
  - bottom and top of shirt/top/dress (exposed midriff and chest area) should be covered more than exposed

2. Clothing/accessories that contain or display symbols/slogans that are degrading and include, but are not limited to the following:

- culture
- gender
- religion
- race
- ethnic values

3. Clothing/accessories that refer/glorify and include, but are not limited to the following:

- profanity/ vulgarity
- drugs
- tobacco
- alcohol
- illegal activities
- sex
- violence
- weapons
- discriminatory images/language

4. Clothing or accessories that endanger student/staff safety and include, but are not limited to the following:

- hats or items of clothing that are not of a commercial nature or have been altered or added to (i.e., personal names, nicknames, aliases, etc.) LAHS clothing is an exception
- spiked or potentially dangerous jewelry and accessories (e.g. studded items like wristbands, bracelets or necklaces)
- trench coats

Note: Everything included in the dress expectations are not an exhaustive list, but to be used as a guide. Other dress styles or items of clothing that become a concern may be added at the discretion of school and/or district administration.

Dress Expectation consequences that violate the following:

*Clothing that refers to profanity, sex, drugs, or alcohol and/or contains symbols/slogans that degrade gender, religion, race, or ethnic values.*

1st Violation – Warning

2nd Violation – Lunch or after school detention

3rd Violation – 2 Hour Saturday School

4th Violation – 4 Hour Saturday School

5th Violation – Repeat violators are suspended

Students who violate dress expectations may be asked to contact parent/guardian to provide a change of clothes, or wear LAHS spirit wear.

California Education Code 35183, 48900, 66270

## **DROP-OFF AND PICK-UP OF STUDENTS**

Morning drop-off and after-school pick-up of students continues to be a safety concern. Parents and students need to be aware that all school policies and procedures should be followed for the safety of all students.

Parents are encouraged to drop off students along the white curbs on Cerritos Ave. and Los Alamitos Blvd. and areas where drop-off is legal. Parents may not enter any of our lots on campus for the purpose of dropping off or picking up their student unless they are being signed out by a parent through the Attendance office..

## **DRUG DETECTION CANINE**

To deter students from bringing illegal substances to campus, LAHS will utilize detection canines to detect the presence of contraband on campus, specifically, in communal areas, classrooms, lockers and vehicles. The detection canine searches will be random and the canine will not be used to search students. The detection canines are very friendly, non-aggressive retrieving breeds. They are trained to discriminate specific “scents” of contraband items and passively indicate the area where the scent is detected. If an illegal substance is detected and found, appropriate disciplinary action will be initiated. The goal of this program is to deter unwanted contraband on campus and provide a school atmosphere that is conducive to learning while minimizing the safety and security concerns associated with the presence of illegal narcotics, alcohol, weapons and prescription medications.

## **EMERGENCY PREPAREDNESS**

Amid the uncertainty and tension that have become a part of the world today, the Board of Education and school administrators are doing everything reasonably possible to protect your children against any threat that may occur while they are in our care. Although we are hopeful that emergency situations such as an earthquakes, fire, terrorism, chemical spills, etc. will not affect our schools, we firmly believe that our schools are among the safest places for students to be.

We have worked diligently over recent years to plan and to practice safety and security measures. Each school has an Emergency Preparedness Plan. Students and staff have practiced--and will continue to practice--emergency procedures. Schools have limited emergency supplies such as water, food, and first aid equipment on hand. Each site has staff members trained in First Aid/CPR, as well as, staff members who are part of emergency teams such as Search and Rescue, Security, and Student Accountability.

Schools are a priority when services are needed from fire, police, or other agencies. LAUSD has established communication systems with local law enforcement and military officers from the nearby bases that will be used as needed. Parents should know that access to schools during an emergency incident might be restricted for a variety of reasons. In such instances, parents should remain aware of public notices on radio, television, and the internet about emergency procedures and updates. Please take a moment to review the attached information on Emergency Preparedness. Student and staff safety is our first priority. All procedures are designed for their protection.

For suggestions on how to develop a comprehensive home emergency preparedness plan, you may wish to go online to [www.ready.gov](http://www.ready.gov), the website of the U.S. Department of Homeland Security.

Thank you, as always, for your support as we continue to provide our students with a safe school environment. For questions concerning the district's Emergency Preparedness Plan please do not hesitate to call me at (562) 799-4592.

CJ Knowland, LAUSD Director of Facilities and Planning, Los Alamitos Unified School District

## **EMERGENCY PREPAREDNESS PROCEDURES**

How we will communicate

Safety is a top priority. Should an emergency arise, we will communicate to parents via:

- District's website at [www.losalUSD.k12.ca.us](http://www.losalUSD.k12.ca.us). Click on the "Emergency Preparedness" link under the "Programs" tab.
- Recorded information on the impacted school's telephone.
- Recorded information on the District's telephone at (562) 799-4700.
- Local radio stations.
- School marquee, when possible.
- E-News. You can sign up to receive direct emails from the District. For directions on how to sign up, go to the District's website (see address above) and click on "Emergency Preparedness," and follow directions.

Keep in mind that power outages or an overload of calls sometimes affect telephone lines.

### **General Emergency Release Procedures**

For the safety of students, schools have specific procedures for releasing students in case of an emergency. We ask everyone's assistance should the need arise. Staff members are prepared to remain with students until all are picked up. We do ask that you pick up your child as soon as an all clear is established. Every campus has stocked emergency supplies for an extended stay. Should it be necessary to transport students to another location, an information sign will be posted at the site. Parents may also check the District's website for information.



Schools will never be closed mid-day and students sent home. No matter what the disaster or emergency, our policy is to keep students at school and to not send them home mid-day. If, at the end of the student's regular school day, conditions seem safe, students will be sent home in the regular manner. If conditions do not seem safe, students will be held until a responsible adult can pick them up.

Students will be released to ANY responsible adult if the student answers "yes" to the following three (3) questions:

1. Do you know this person?
2. Do you want to go with this person?
3. Would it be all right with your parent(s) if you went with this person?

If a student answers "yes" to all three questions, the student will be released. The adult taking the student will have to sign the student out, indicating the time, and where they are taking the student. It would be advisable for parents to have plans for alternate adults to pick up their student(s). School personnel will stay with all students until someone comes to pick them up.

### **Lockdown Procedures**

A lockdown is used when a serious threat exists to the campus that will require students and personnel to remain in a locked facility for safety. (e.g., police report of an armed person in the neighborhood).

During a lockdown the following procedures will take place:

1. Students will drop, take cover, move away from windows, and remain in a locked classroom.
2. Parents are asked not to come to the school to pick up students as both the parents' and students' could be endangered, and the increased traffic may impede police or other emergency vehicles from getting to the site quickly. At the conclusion of a lockdown, students will be released according to the General Emergency Release Procedures listed above.

### **Shelter-in-Place**

Shelter-in-place is an emergency response procedure to protect students in the event of potential exposure to a dangerous chemical in the atmosphere. Shelter-in-place is a short-term measure (approximately two hours) that allows the contaminant to disperse.

If a dangerous chemical were released in the community and posed a threat to students during the school day, affected schools would be directed—most likely by public health or safety officials—to bring all students and staff members indoors; to shut down all heating, ventilation, and air conditioning systems; and to close and secure all doors and windows. The neutral atmospheric pressure created by these actions will create a barrier and help keep chemical agents from leaking into the building.

During a shelter-in-place incident, public safety officials will secure the affected school building(s), and no one will be allowed in or out of the building(s) until an all-clear signal is given. While students are protected in the school building, parents will be sheltered in their own homes or places of work. The school District will make every effort to communicate the status of students to parents and the community. All emergency-messaging systems will be used.

Shelter-in-place is the safest possible way to separate students and staff members from an outdoor hazardous environment. It is a temporary solution to a temporary problem. Shelter-in-place will be used when needed, not to keep students from parents, but to keep them safe until their parents can safely reach them. Once the contaminated air has passed, public safety officials will evaluate the situation. At that time, they will either give the school clearance to resume safe and normal operations or request that the school be evacuated for cleanup operations. In the case of an evacuation, students will be safely transported by bus to another location.

Shelter-in-place is a short-term measure (minutes or hours, not days) designed to use a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment. The alternative would be to evacuate into a hazardous situation thereby causing harm to all involved. Shelter-in-place is ended as soon as the outdoor air is safe for students (and parents) to breathe.

Watch TV, listen to radio, and check the internet often for official news and instructions as they become available. At the conclusion of a shelter-in-place incident, students will be released according to the General Emergency Release Procedures listed above.

Once again, it is our hope that emergency procedures will never need to be realized; however, in the interest of preparedness, we believe it essential that we share these procedures with you. We will continue practicing the procedures should events take place that threaten our safety and the safety of our students.

## **EMERGENCY PROCEDURES FOR PARENTS**

In an emergency, if it becomes necessary for parents to pick up their students, the parent pick-up area will normally be located near the flagpole in the front parking lot of the school or on Cerritos Avenue. A Student Release Team will be assembled there to coordinate. In order to avoid a major traffic problem at the Cerritos/Los Alamitos Boulevard intersection, the Los Alamitos Police Department requests that parents approach the school from the east (Bloomfield) and depart traveling west. Be advised that the normal pick-up location could be changed based on the circumstances or nature of the emergency.

## **EMERGENCY PROCEDURES FOR STUDENTS**

### **EARTHQUAKE/FIELD EVACUATION**

*Signal: Earthquake, P.A. Announcement or teacher gives directions. All classrooms evacuate numerically by classroom number to the track (P.E., 100, 200, 300, 400, and 700 buildings) or the trees lining the north fence of the field (500, 600, and 800 buildings).*

Students in Class (any period) - Drop and take cover. After the shaking stops, follow your teacher's directions and go to your designated evacuation area on the track or at the trees lining the north field fence (see green LAHS Field Evacuation Map). Stay with your class. (Note: During class time all students must go to the evacuation area of the teacher they are with.)

Students Out of Class *During Class Period* - Drop and take cover. After the shaking stops, rejoin your class at your designated evacuation area and remain with your teacher. If you do not know your evacuation area, report to the Department Operations Center on the east side of the gym.

Students Out of Class when class is not in session (before school, passing period, nutrition, lunch, after school) - Drop and take cover. Move away from buildings or overhangs. After the shaking stops, report to your 2<sup>nd</sup> period teacher's designated evacuation area on the field or athletic area (see green LAHS Field Evacuation Map). All students should know their 2<sup>nd</sup> period evacuation area.

Students with One-on-One Aides - Drop and take cover. Move away from buildings or overhangs. After the shaking stops, proceed with your aide to the designated evacuation area or Department Operations Center.

### **FIRE**

*Signal: Alarm sounds continuous short bells, loudspeaker announcement, or teacher gives directions.*

Students in Class - Follow teacher directions. Move to the fire evacuation area. Stay with your class.

Students Out of Class when class is not in session (before school, passing period, nutrition, lunch, after school) - Move to the closest clear area away from buildings, i.e., front lawn, athletic field, etc. Stay clear of buildings and driveways (emergency vehicle access). Stay on campus! Follow directions given by staff or from the loudspeaker announcement.

Students with One-on-One Aides - Follow aide/teacher directions. Move to the fire evacuation area. Stay with your aide.

## **LOCKDOWN/TAKE COVER**

*Signal: Alarm sounds continuous, alternating high and low bell; loudspeaker announcement, or teacher gives directions.*

Students in Class (any period) - Drop & take cover. Follow teacher directions. Do not leave class. Move away from windows and doors

Students Out of Class - Before school: If safe and close, go to your 1st period class. If not safe to do so, go to the nearest room or building and drop & take cover. Give your name and the name of your current period teacher to the teacher or staff member present. Follow their directions.

Passing period, nutrition, lunch, after school: Find the nearest shelter, drop and take cover. Wait for a loudspeaker announcement.

Students with One-on-One Aides - Follow your aide/teacher directions.

## **FIELD TRIPS**

Field trips offer an excellent opportunity for students to extend learning beyond the classroom and see first-hand what expectations are required to be successful in a future career. To be eligible to attend field trips, students must be in good standing in their classes and have the approval of their teachers. This process involves parental consent. Paperwork must be completed in a timely manner.

Denial to participate may be based on the following criteria: (1) low or failing grades; (2) excessive unexcused absences, tardies, and/or trancies; (3) behavior issues; or (4) missing an assignment in class that cannot be replicated. Upon request, parents may be referred to the staff member in charge of the event for explanation of any denial to attend.

## **FOOD SERVICES**

Los Alamitos High School participates in the National School Lunch Program and serves from the cafeteria and three kiosks located around campus. Service is before school, at Nutrition Break and at Lunch.

Meals, ala carte foods and beverages sold or served at schools meet state and federal requirements which are based on the USDA Dietary Guidelines. Additionally all ala carte items meet strict California SB12 State standards for calories and fat. The Food Services website has menus online.

Please be aware there are students with life-threatening food allergies. We have peanut and fish free tables in the lunch areas. Students bringing any peanut or nut products are encouraged to use hand wipes after eating. Parents may not bring treats to classrooms. We appreciate your cooperation in our endeavor to keep all students safe.

Students with special diets requiring accommodations in the cafeteria due to life threatening medical conditions are required to submit a Medical Statement. For more information, please call (562) 799-4592 x81115.

Food Services Department Goal: To allow students to choose healthy foods that are appealing and nutritious.

Lunch prices:

High Schools: \$0.00 for the 2022-2023 school year

Schools serve breakfast and lunch at NO Charge regardless of free or reduced-price meal eligibility.

Online Prepayments: Online payments allow you to monitor the money your student uses for lunch. Additionally, when you log on to <https://family.titank12.com/> you can view your student's actual purchases. Prepay money can be used at any location and for snacks. Your student will never lose the money. Refer to the Food Services website for more information

PIN numbers: Every student regardless of eligibility has a 3-5 digit PIN number for meal service. This number will not change as long as your student is with the Los Alamitos Unified School District. The PIN that your student had in Middle School is still their number. If you do not have your PIN then you can receive it by contacting the Food Services Office or your cafeteria at LAHS, ext. 82260. Remember: every student has a PIN! You can access the Food Services website for more information.

Free and Reduced Meal Eligibility: If you believe you may qualify for Free or Reduced Lunch, please complete a meal application. Meal applications are available online or may be picked up at your school's office. To apply, please visit <https://family.titank12.com/> and click on "Apply for meals today" or pick up a Meal Application from your school office, cafeteria or download from the Food Services website and return it to the Cafeteria Manager on site.

REMEMBER: Meal eligibility can be used to receive reduced fees for some educational programs such as AP testing fees.

Food Services Website: Go to [www.losal.org](http://www.losal.org), click the "Parents" tab and select "Lunch For Students

## **GRADING PERIODS**

A paper copy of the 6-week and 12-week student progress report will no longer be distributed to students. These grades will be available on the ABI (Aeries Browser Interface) section of the [www.lahs.org](http://www.lahs.org) website. Any legal parent/guardian without access to the internet may use designated computers in the LAHS Media Center before school (8:00 a.m. – 8:30 a.m.) or after school (3:17 p.m. – 4:30 p.m.) on regular school days. A paper copy of student grades can be printed at home or requested from our Records Office. If you need your ABI verification pass-code to set up an account, please contact our Data Technician at 562-799-4780, extension 82215.

The 6-week & 12-week grades do not go on a student's permanent record. Final fall and spring semester grades are mailed home approximately 2 weeks after the end of each semester.

Grades and gradebooks can be accessed at any time using the Aeries Browser Interface (ABI), and it is recommended that parents/guardians check them on a weekly basis. Please contact your student's teacher(s) if there are any questions or concerns regarding his or her grade(s).

## **GRADUATION REQUIREMENTS FOR LOS ALAMITOS HIGH SCHOOL**

All students attending Los Alamitos High School must accumulate 220 credits in grades 9 through 12 to graduate from high school. Students must pass all required courses and the California High School Exit Exam in English/Language Arts and Mathematics to receive a diploma and to participate in graduation ceremonies. The 220 credits necessary for graduation must include:

a. 40 credits	(8 semesters)	<b>English-</b> Must be enrolled every year.
b. 30 credits	(6 semesters)	<b>History- <u>Must include</u></b> (10 credits) World History, Cultures, & Geography; (10 credits) United States History (including Geography); (5 credits) American Political Tradition (including American Government & Civics) ; and (5 credits) Economics
c. 20 credits	(4 semesters)	<b>Mathematics-</b> (Minimum requirement of Algebra I or equivalent)
d. 20 credits	(4 semesters)	<b>Physical Education</b> or Athletics participation
e. 20 credits	(4 semesters)	<b>Science</b> - Life Science – (10 credits); and Physical Science– 10 (credits)
f. 10 credits	(2 semesters)	<b>Fine Arts*</b> (Art, Dramatic Arts, Dance, Music) and/or World Language
g. 10 credits	(2 semesters)	<b>Fine Arts*</b> (Art, Dramatic Arts, Dance, Music) or Applied Arts (Child Development, Computer Education, Industrial Technology, ROP)

\*A maximum of 10 credits of Fine Arts can meet either the “f” or “g” requirement, but not both.

These required classes comprise 150 of the 220 required credits. The remaining 70 credits are student elective choices. Students may enroll in a maximum of 40 credits per semester, including Regional Occupational Program (ROP), Career Technical Education (CTE), adult school, and independent student. Students who graduate with the class of 2020 and beyond must also complete their health graduation requirement.

Senior students must be enrolled in a minimum of five classes; at least four of these classes must be scheduled on the Los Al campus during the regular school day. If a senior is on a shortened day, he/she must be enrolled in enough LAHS and/or ROP daytime classes to meet his/her graduation credit requirement. Students must be enrolled as regular students at the comprehensive high school in the last semester of their senior year in order to qualify for a comprehensive high school diploma. Fifth-year seniors are not allowed to remain at the comprehensive high school. A student who completes the second semester of the senior year at the comprehensive high school, but who fails to graduate, may earn a comprehensive high school diploma by: (1) enrolling in continuation high school or (2) completing graduation requirements at any recognized institution within one calendar year of their senior year.

NOTE: Courses that meet high school graduation requirements will be marked “H.S.” in the subject area of the Curriculum Handbook.

## **HEALTH AND SAFETY**

The Health Services Department for the Los Alamitos Unified School District is made up of one full-time Registered Nurse for all students in the district and a full-time LVN at Los Alamitos High School; and part-time health clerks who are at the individual school site health offices on a daily basis.

The nurse oversees the operation of the health offices at each school site and works to standardize health practices in the district. The nurse is a consultant to parents, teachers and administrators in regard to the health needs of all students, and coordinates or performs the mandated screenings of hearing, vision and scoliosis. The screenings are scheduled periodically throughout the year for designated grade levels.

Health clerks have received training in CPR and first-aid. They take care of health records, medication administration and minor injuries that may occur during school hours. In case of an accident or illness at school, a qualified person, such as the health clerk or the front office staff will administer first-aid, and the parents will be notified. Except for first-aid at the time of a school injury, the health clerk cannot treat, diagnose or provide on-going medical care for chronic or severe injuries or conditions. Please seek the advice of a medical doctor for this.

If it is necessary for a student to go home because of an illness or injury, it will be the responsibility of the parent or guardian to pick the child up from school as soon as possible.

### **Student Medication Policies and Procedures**

The following information relates to the administration of medication in the LAUSD in accordance with the California Education Code (Section 49423).

Medical treatment is the responsibility of the parent/guardian and an authorized health care provider who is licensed by the State of California to prescribe medication. Medication, both prescription and over the counter, may be given at school when it is deemed absolutely necessary by the health care provider that the medication be given during school hours. The parent/guardian is urged, with the help of the health care provider, to work out a schedule of giving medication outside school hours whenever possible.

**\*\*\*All medications must be kept in the Health Office. This includes over-the-counter medication such as aspirin and cough drops. No medication will be dispensed without proper release forms that can be obtained from the office.**

There are three school nurses that serve all of the schools in our district. Therefore, a nurse is not available to administer medication to students who must receive it, and the school health clerk, secretary, or principal might be the person to assist the student with the administration of any medication ordered by a doctor. These personnel cannot be expected to assume this responsibility unless it is absolutely necessary.

In order for school staff to assist with the administration of any medication (prescription or over-the-counter) to any student, specific orders must be written and signed by the student's physician on the "Physician's Request for Administration of Medication" form which is available at the school and on the district website.

This request must clearly specify:

1. The name of the medication.
2. The reason for the medication
3. The dose, time, and/or frequency. (New orders are required any time the medication, the dosage, or the time is changed).

Parent signature giving authorization to administer the medication is also required on the form.

Medication is to be delivered and taken home from the school by a parent or another responsible adult. A parent/adult and a school staff member will sign for receipt and release of medication. This includes non-prescriptive medications.

Each medication must be in the original container with pharmacy labels matching the written orders exactly, including: the student's name, the doctor's name, the name of the medication, dosage, and time of administration. A parent may request two containers from the pharmacist, one for school and one for home. If the student gets more than one medication at school, each medication must have separate doctor's orders and be in a separately labeled container. Envelopes, zip-lock bags, or other types of containers will not be accepted. The parent is responsible for cutting pills in half. Students may not carry their own medications on campus. Please do not send pills, cough syrup, or any other medicine in your student's lunch.

Inhalers must have a pharmacy label on them or must be in the labeled box. A student may only carry an inhaler only if the Medication Administration form is in the Health Office and the doctor has specified the need to carry the inhaler on the medication order form. If a doctor has provided a sample, it must have a handwritten label with the student's name, date, medication, dose, time and doctor's signature attached.

Parents are strongly advised to teach the student to assume responsibility for coming to the health office to receive his/her medication at the appropriate time. Medication orders are valid for the current school year only, and must be renewed annually at the beginning of each school year.

#### **Illness, Injury or Accidents at School**

Any student feeling ill should inform the teacher and ask for a pass to the Health Office. Students feeling weak or faint will be accompanied to the office. If a student requires longer than a 15-minute rest, a parent will be contacted and asked to pick the child up so proper care and attention can be received at home. Parents, or a parent designee, should be available to pick a child up within 30 minutes of a call from the school. Students who drive will only be allowed to leave campus for an illness after a parent/parent designee has given verbal permission to the Health Office staff. Current phone numbers MUST be listed on the Emergency Card at all times.

Every effort is made to provide for your child's safety and comfort at school. If your child should have an accident or injury at school, first aid will be given immediately to make the child as comfortable as possible. If an injury is more serious than a simple bruise or a scrape, parents will be called. If parents are unavailable, and/or in the judgment of the school administrator emergency treatment is needed, paramedics will be called.

Following a severe injury or serious illness, a note must be received from the family physician stating that the child is cleared to return to school. The physician must also order the use of wheelchairs, crutches or other activity limitations or restrictions.

#### **School Health Guidelines/Communicable Condition Control**

Parents are urged to adhere to the California Health and Safety Codes. IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE SCHOOL IMMEDIATELY WHEN A COMMUNICABLE CONDITION IS SUSPECTED OR DIAGNOSED. This is an important step in the control of disease. Examples of communicable conditions are head lice, measles, mumps, chicken pox, impetigo, ringworm, etc. The school office must clear students before they are allowed to re-enter the classroom.

Students who appear ill or have a rash should not be sent to school. If a child has had a fever, they should be kept home for at least 24 hours after the temperature has returned to normal. Students who become ill or injured at school will be isolated from others as soon as the accident or illness is noted. Your child will be sent home from school if they have a fever while at school. In case of accident or illness at school, a qualified person will administer first aid and the parents will be notified. Except for first aid at the time of a school injury, the health office staff cannot treat chronic or severe

injuries. If it is necessary for a student to go home because of an illness or injury, it will be the responsibility of the parent or guardian to pick up the child from school as soon as possible. In the case of long-term medical problems, a credentialed school nurse (CSN) is available to coordinate the support of students with chronic or long-term health issues. The CSN also arranges for hearing and vision screening necessary for the health of all children. These state mandated screenings are scheduled periodically throughout the year for designated grade levels. The credentialed school nurse also serves as a consultant to parents, teachers and administrators in regards to the health needs of the children.

Throughout the year, students are frequently exposed to upper respiratory infections and other illnesses. The following guidelines may help your child stay healthy and help you determine whether or not you should send your child to school.

Your child should not be sent to school or will be sent home if the following are present:

1. A temperature of 100.0F° or above (orally) within the last 24 hours. A student should be free of fever, without medication, for at least 24 hours before returning to school.
2. Vomiting 2 or more times in the prior 24 hours or with a fever.
3. Diarrhea with fever, or watery stools with increased frequency.
4. Red eyes or eye drainage. A student may return to school when the eyes are clear and/or there is a note from the doctor indicating that the condition is non-infectious or that treatment has begun.
5. A rash. A student may return to school when the rash has cleared or there is a note from the doctor indicating that the condition is not contagious or that appropriate treatment has begun. Some rashes will need to be covered at school even during treatment.
6. Head lice. Head lice do not transmit disease, but they are a nuisance. Parents can find it upsetting to learn that their student or a classmate has become infested with lice, but having head lice is a fairly common problem and has nothing to do with hygiene or good parenting. In fact, good health and hygiene habits or a clean house or school, have nothing to do with getting head lice. If you or your student has head lice, it is important to treat it immediately. If you discover that your child has head lice, please notify the school health office. If your child has live lice, please do not send them to school. Treat their hair with a pediculicide (products like RID, NIX or Ovide) and notify the school. Your student may attend school after being treated. Ongoing daily nit removal at home is expected. Home treatment guidelines and resources can be obtained on the California Department of Public Health website [Click Here](#) or from your school health office. Please call the health office if you have any questions or concerns. The Health office will discreetly monitor students with a recent case for 1-2 weeks following and until occurrence has cleared. You can also request “Parent Guidelines for Treating Head Lice” from the school and on the district website.
7. If a student shows symptoms of illness during the night, please keep him/her home the following day. Students who stay home at the onset of illness recuperate faster and miss fewer days of school overall. When the body is trying to fight an illness it is more likely to pick up other germs and remain sick for a longer period of time. Everyone enjoys better health when the number of sick people that others are exposed to is reduced.

Health Resources in Orange County:

- Health Care Agency - (714) 834-3400
- Free Immunization Reference line - (800) 564-8448
- Child Health and Disability Prevention Program (CHDP) - (800) 564-8448
- Healthy Families Insurance Program (via We Care) - (562) 598-9790
- Poison Control - (800) 876-4766
- Pest Control (i.e., for Fire Ants sightings) - (800) 491-1899

Good hand hygiene is the best way to prevent the spread of contagious illness.



## **HONOR ROLL**

A student is eligible for the honor roll at Los Alamitos High School if s/he earns at least a 3.0 GPA and the Principal's Honor Roll if s/he earns at least 3.5 GPA. Honor Roll is awarded each semester based on the current semester's grades only. The following criteria are used to determine if a student has satisfied the honor roll requirements:

1. A grade = 4 grade points  
B grade = 3 grade points  
C grade = 2 grade points  
D grade = 1 grade point  
F grade = 0 grade points

GPA = Total number of  
grade points divided by  
number of classes.

2. Students with one or more D or F cannot qualify for the honor roll.
3. Students with more than one U in citizenship or work habits in different classes cannot qualify for the honor roll.

The honor roll is posted on the school website at the end of each semester.

## **INSURANCE FOR STUDENTS**

Medical insurance is required for students who play on a CIF regulated sports team and other co- and extracurricular activities. The school is not responsible for medical costs resulting from injuries incurred by students while at school or while participating in school activities. However, as a service to parents, Los Alamitos High School makes low-cost accident insurance available on a voluntary basis.

The school is not an insurance carrier and has no financial or personal interest other than to see that adequate insurance is made available. Should a family desire to purchase low-cost insurance, brochures are available in the Activities Office. You may also go on-line to research the options provided by Myers-Stevens for the students of the Los Alamitos Unified School District at [www.myers-stevens.com](http://www.myers-stevens.com). It is our desire that all of our students will have some type of accident insurance.

Electronic form on our website  
under ***STUDENT ONLINE  
REGISTRATION.***

## **INTERNET POLICY**

Electronic information services are available to students and teachers in our district. The District strongly believes in the educational value of such electronic services and recognizes their potential to support our curriculum and student learning. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The district will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct. Disciplinary and/or legal action may also be taken.

The "Rules and Regulations for Acceptable Use of Electronic Resources" is provided to every parent/student through online registration @ [www.losal.org](http://www.losal.org). This electronic form must be read and signed by both parent and student. By completing the online form, the student is given an "Internet" marking on their I.D. card that will indicate to staff members that the student has been approved for electronic information access.

## **LOCKERS**

Students will be issued a locker with a LAUSD school-issued blue Master Lock attached to the locker. Lockers will be pre-assigned to you, by computer, prior to registration. If you have a previous year's lock (issued at LAHS, McAuliffe, or Oak) we ask that you donate it back to the high school at registration. At the end of the school year, students will be responsible for turning in their school-issued Master Lock. They can also leave the lock attached to their locker. There will be a \$10 fine for the lock if it is not returned or removed from the locker.

Los Alamitos High School is not responsible for any lost or damaged items in the lockers. They are used at the student's own risk and items should not be left overnight or on weekends. Students are not to change lockers or keep anything of value in their lockers, such as tape recorders, radios, cameras, purses, money, etc. It is imperative that students not share their locker with other students or give their combination to other students.

Forgotten combinations can be retrieved in the Attendance Office, Main Office or Student Services Office. Locker theft or damage should be reported to the Student Services Office. All lockers, including P.E. lockers are the property of Los Alamitos High School and the school reserves the right to enter or search school lockers as needed. If any locker is found with a non-school issued lock on it, that lock will be cut off and the contents of the locker will be taken to the Attendance Office.

### **LOCKER LOCATIONS**

<b>Locker #'s</b>	<b>Building</b>		<b>Locker #'s</b>	<b>Building</b>
1 - 426	600's East		2599 - 2989	Rms. 650 - 655 East
427 - 852 & 3500-3628	600's West		2992 - 3058	Rm. 622 East
853-888	Rm. 155 North		3797-4201	Rm. 300 East
889-1085	Rms. 150-152 West		5000-5095	Rm. 500 South
1243 - 1488	Rms. 401-404		2599 - 2989	Rms. 650 - 655 East
1489-1728	Rms. 155-157 East			
1729 - 1866	Rm. 500			
1867-2229	Rms. 355-359 North			

## **LOST AND FOUND**

Students often misplace items while at school. We make every effort to return items with identification to students as soon as possible. By marking the student's name on backpacks, clothing, notebooks, calculators, etc., they have a much better chance of finding an article that has been lost. If a student feels that an item has been stolen, a Missing Property Report should be filed in the Student Services Office. Students should check the following locations for lost items:

Books, binders, backpacks	Media Center
Electronics, cell phones	Student Services Office
Calculators, wallets, jewelry, glasses	Student Services Office
Clothing	Student Services Office

## MEDIA CENTER

The Media Center is open for student use from 8:00 AM to 4:30 PM, Monday through Friday. Computers, printers, books and table seating are available before school, nutrition, lunch, after school and during Griffin Lab. During class time, students must have a teacher's pass for entry into the Media Center.

Computers and printers are for school use only and students must have a valid Acceptable Use Policy (Internet permission) form on file in order to use the Internet.

Lost textbooks and outside read books will be charged at the replacement cost. Damaged books will be assessed and charged according to the severity of the damage.

## GRIFFIN LAB

Griffin Lab will be held in the Media Center from 3:17 to 4:30 pm on Tuesday, Wednesdays and Thursdays. At Griffin Lab, students can do homework, study or work with subject specific LAHS teachers to ask questions and/or receive tutoring.

## OFF-CAMPUS LUNCH PERMITS

Freshman and Sophomore students remain on campus for lunch. These students are not permitted to leave campus. Freshman and Sophomores should bring lunch to school or purchase lunch on campus. We have a full service kitchen and multiple satellite food stations available. **Juniors and Seniors with a signed parent/guardian permission form, are eligible for an Off-Campus Lunch Permit.** The student's identification card will be printed with this permission code. The completed Off-Campus Lunch Permit must be on file in the Attendance Office, and the ID card must be stamped before a student may leave campus for lunch. Tardies and Truancies to any class and violation of codes or regulations will result in revocation or denial of the Off Campus Lunch Permit.



NOT  
AVAILABLE  
ON-LINE

To obtain a permit, a student must do ONE of the following:

- Have a parent or guardian come to the Attendance Office to sign an Off Campus permission form.
- Pick up the permit form at the Attendance Office and have the parent or guardian signature witnessed by a Notary Public.

The Student Identification Card with permit must be in the student's possession when off campus. Any student found off campus during lunch without an Off Campus permit will be assigned a SAIA

## PARKING REGULATIONS AND REQUIREMENTS FOR STUDENTS

The LAHS parking permit is a privilege and is subject to a set of regulations and requirements. All licensed seniors in good standing who provide the proper paperwork are eligible to purchase a one-year parking permit in the Activities Office during registration or during the school year at a cost of \$60. Parking permits will be available according to lot capacity. Students who park in staff parking, drive in a dangerous manner, loiter or litter in parking lots, falsify information, give a parking permit to someone else, or otherwise violate parking regulations are subject to ticketing and/or towing from the Los Alamitos Police Department and may have their parking permit revoked.

1. Parking permits will be sold according to lot capacity to seniors who qualify by submitting the required paperwork. Juniors are not eligible for a permit unless there is available space. If so, these permits will be given out via lottery. (No parking permits will be sold to sophomores or freshmen.)
2. The parking permit is valid for one school year.
3. The parking permit cost is \$60. Cash, check or charge payment is accepted in the activities office.
4. The replacement cost of a lost or stolen pass is \$60.
5. A lost or stolen permit will be reissued one time only and only with administrative approval.
6. **The purchase of a parking permit does not guarantee a parking space.**
7. Parking permits are **NOT TRANSFERABLE** and must remain in the vehicle that is registered in the Student Services Office.
8. Students may park in the east t student lot in designated student spaces from 6:30 a.m. – 2:37 p.m. The parking permit must be displayed hanging from the vehicle rear view mirror and must be **clearly visible** from the outside of the vehicle. Failure to clearly display the permit in the designated location may result in ticketing or towing.
9. Vehicles must be parked head in.
10. Failure to follow the parking regulations may result in forfeiture of the parking permit.
11. Vehicles parked on campus may be subject to search by the drug detection canine.

The following items are required for the purchase of a parking permit:

- ☐ \$60 fee
- ☐ Proof of insurance
- ☐ Current vehicle registration document
- ☐ Valid driver's license
- ☐ Completed parking permit contract with parent and student signature

All paperwork and fees should be submitted to the Los Alamitos High School Activities Office.

Students who have not purchased a permit, have forgotten their permit, or arrive at school at a time when the student lot is full, must find parking off-campus in legal and designated areas. All campus lots will be patrolled daily by campus supervisors and students who violate parking regulations may be cited or towed. We ask students to treat our local neighborhoods and business areas with courtesy and respect. As the school year progresses, the student parking lot becomes more impacted. The earlier a student arrives at school, the more likely it is that s/he will find a parking spot. Students who live within one mile of the school are encouraged to walk. Students are also encouraged to carpool when legal (according to California State laws applying to minors and driving). We also encourage using public transportation and/or district bus services. Information is available in the Activities Office. Reduced-fee OCTA passes are also available.

## **PARKING FOR VISITORS**

Any visitor to the Los Alamitos High School campus may park in any spot designated "Visitor" in the Front Lot. Anyone parking in a "Staff" parking spot without a Staff Parking Permit may be ticketed by the Los Alamitos Police Department and/or towed. Visitor parking passes can be obtained from the school front office staff.

## **PHYSICAL EDUCATION UNIFORMS**

Physical Education uniforms are available for all students through the Activities Office. They will be distributed through Physical Education classes sometime during the first two weeks of school. Physical Education teachers will announce the date of distribution for each class. Please contact the Activities Office if you have any questions.

## **PTSA**

The PTSA (Parent Teacher Student Association) sponsors such events as Teacher/Staff Appreciation Week, PTSA Senior Scholarships, Academic Awards of Excellence and Parent Education Nights. They have many opportunities for you to serve your Los Al students and staff and are always in need of volunteers to help in any capacity. The PTSA meets monthly on the LAHS campus. Please refer to the PTSA Directory included in the online registration materials to see how you can become an involved member.

## **SCHOOL RESOURCE OFFICER**

The School Resource Officer (SRO) program is a partnership between the Los Alamitos Unified School District and the Los Alamitos Police Department. When provided, it places a trained law enforcement officer on the Los Alamitos High School campus. The program promotes *safety, prevention, and education* through positive and effective problem solving by students, school staff, parents, community/business organizations, and law enforcement personnel.

The SRO is a trained full-time police officer who has been selected to work proactively with students, staff, parents and the community. S/he will provide services as a teacher, counselor, youth advisory and law enforcement officer. The SRO's presence on campus will contribute to the education process by providing a safe, secure and positive learning environment.

## **STATE ASSESSMENTS**

Los Alamitos High School's students participate in California State Assessments in the Spring of their 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> grade year. These assessments demonstrate student achievement and are tools that teachers use to customize and modify instruction to best meet the needs of all students. Parents may opt out of state assessment by submitting a request in writing to the school. In California, assessment results are linked to high school graduation, college access, and career readiness.

## **STUDENT I.D. CARD AND MINDER BINDER**

Each student is given one free student identification card at registration or upon enrollment. The replacement cost is \$10.00. Students are required to carry their student ID card at all times. An ID card is required for entry into student events, use of the computer labs, to check out books from the Media Center, to get off-campus for lunch (seniors with an approved off-campus pass only), to make purchases in the Activities Office, and to purchase food in the school cafeteria.

Each student may purchase a Student Minder Binder during registration for \$10.00. Most teachers require/encourage students to use the Student Minder Binder or another planner/organizer of their choice. If a student has never purchased a Student Minder Binder and wishes to do so later in the year, s/he may do so at the original price of \$10.00, while supplies last.

## **TEXTBOOK POLICY**

Textbooks for classes will be electronically checked out to each individual student and will stay attached to that student's name until the books are returned to the Media Center or paid for. Students must have a current student I.D. card to check out all textbooks - no exceptions.

At the end of the semester or school year, teachers will collect the books and return them to the Media Center. Returned books are electronically credited to the student who originally checked them out. If a lost or stolen book has been paid for and then found within a year, a refund will be processed through the Media Center and a check will be mailed to you from the district.

### **Guidelines/Fines/Overdue Materials**

- All textbooks must be covered. No stretchy covers are allowed.
- Upon check-out, it is the student's responsibility to carefully look through each book for problems, i.e., writing, missing pages, mildew, water damage, binding damage, etc. If any problems are noticed upon check-out, the books should immediately be returned to the Media Center to avoid charges when the books are returned at the end of the semester or year.
- Any damage done to books while in a locker is the student's responsibility. Do not share lockers. The lockers are not watertight and during heavy rains the interior of the lockers can become wet. Books, paper, etc. may become damp. Books stolen from lockers should be reported to the Campus Supervision Office. Students are financially responsible for all lost, damaged, or stolen books.
- If a student misplaces or loses a textbook, a replacement will be checked out to the student and a charge issued. If the book is not found by the end of the school year, the book must be paid for. Students owing fines may have privileges restricted such as yearbook, prom, cap and gown, etc., until all fines are paid in full.

## **THEFT PREVENTION**

Students must be on guard to prevent the theft of their property while attending school. The following preventative actions will help reduce the likelihood of theft on campus:

- Do not bring items to school that are not needed for school.
- Do not bring large sums of money or valuables to school, especially jewelry.
- Do not leave any items unattended in a classroom.
- Do not leave any items unattended anywhere on campus.

- Do not leave any items unattended during 6<sup>th</sup> period athletics.
- Do not leave backpacks, clothing or other items in an unlocked P.E. locker.
- Always turn the combination on your lock after you have closed it firmly.
- Do not share your locker or give your combination to anyone.

What to do in case of a theft:

- If a theft occurs during class time, immediately report it to your teacher.
- Report all thefts to the Campus Supervision Office by filling out a Missing Property Report. (Even if we cannot retrieve the item, it is helpful to us to keep track of any patterns that may be occurring.)

## **TRANSCRIPTS**

Regular Records Office hours are Monday through Friday: 7:30 a.m. to 4:00 p.m. (Closed for lunch at varied times depending on the bell schedule for the day.)

Records Office Phone number: (562) 799-4780 ext. 82216

Email: kmichaels@losal.org

To request your transcripts, please go to [www.losal.org/lahs](http://www.losal.org/lahs) and click on Menu > Academics > Transcript Requests. Choose to order through Parchment, or to print and submit the transcript request form:

<https://lahs.losal.org/academics/transcript-requests>

Students and former students 18 years old and older must request and sign for their own records. Please provide identification when requesting records, or picking up records in person. If requests are mailed to the high school, a copy of current identification must accompany your request.

### **Mail to:**

Los Alamitos High School

Attn: Records

3591 Cerritos Avenue

Los Alamitos, CA 90720

The fee is \$3.00 per record. Checks and money orders can be made payable to Los Alamitos High School (LAHS). Seniors can pay a one-time fee of \$10.00 for all transcripts their Senior year (through July 31<sup>st</sup> following graduation). Please allow 5 working days for processing.

## **UNIFORM COMPLAINT PROCEDURE**

California Code of Regulations, Title 5, Section 4622

The Los Alamitos Unified School District shall comply with all state and federal laws and regulations. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful harassment, intimidation, bullying or, discrimination based on ethnic group identification, religion, age, gender, sexual orientation, sex, race, ancestry, national origin, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance.

Uniform complaint procedures (as set forth in California Code of Regulations, Title 5, Sections 4600-4671) shall also be used when addressing complaints alleging failure to comply with state and/or federal law in: adult education, consolidated

categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements.

The Board encourages the early, informal resolution of complaints at the site level whenever possible. The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board prohibits retaliation in any form for the participation in a complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination, Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The District's Williams uniform complaint procedures, AR 4033 and AR 4033.1, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and mis-assignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

A complaint shall be filed with the Assistant Superintendent of Instructional Services who will then refer it to the staff member responsible for the program(s) in question. This staff member shall be knowledgeable about the laws and/or program in question.

#### Notification Process

Any individual, public agency, or organization alleging a violation of federal or state statute may file a written complaint regarding special programs with the Los Alamitos Unified School District. Discrimination complaints must be filed with the District or the California Department of Education if direct intervention is requested by a person harmed or by a person on behalf of another. Their complaints must be filed not later than six months from the occurrence of when they are first acknowledged.

Complaints must be resolved within sixty (60) days of receipt of a complaint. The attached form provides the filing party an opportunity to present evidence relevant to the complaint.



### Appeal Process

If dissatisfied with the District's decision the complainant may appeal in writing to the California Department of Education within fifteen (15) days of receiving the district's decision. The following will be submitted to the California Department of Education on notification of an appeal:

1. The original complaint
2. A copy of the District's decision
3. A summary of the nature and extent of the investigation conducted by the District if not covered in the District's decision.
4. A report of the action taken to resolve the complaint
5. A copy of the District's complaint procedures
6. Such other relevant information as the State Superintendent of Public Instruction may require.

Complainant(s) may inquire with the Uniform Complaint Procedures Compliance Officer regarding any civil law remedies that may be available.

### Civil Law Remedies

A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

When 15 percent or more of the students in a school speak a primary language other than English, all notices to parents or guardians regarding complaint procedures shall be in the student's primary language other than English.

### VISITOR REGISTRATION

All visitors, except students and Los Alamitos Unified School District employees, must register in the Main Office before coming on campus during school hours, 7:20 a.m. - 3:50 p.m. The only exception to required registration is for individuals attending an event open to the public.

### VOLUNTARY DRUG TESTING

Drugs and alcohol among adolescents are a major concern for both educators and parents. The use of illegal substances can lead to harmful and even disastrous results for everyone involved. It is, therefore, important to empower students and parents to avoid the pitfalls associated with drug and alcohol use. To achieve this goal, LAHS has implemented a Voluntary Drug Testing Program. The program is free of charge, confidential and non-punitive. Students who participate may, on a random basis, be selected to undergo a voluntary drug test. The tests will be administered on the LAHS campus during the school day in a private and secure location. All tests will be conducted by trained professionals. Information regarding the test results is confidential and will only be released to parents/guardians. No results, positive or negative, will be given to LAHS. If a test is positive, the testing company will provide referrals to appropriate counseling and rehabilitative services. Included in your online registration is information about the program, including a permission form. While we look forward to having you participate in this valuable program, it is our hope that, whether you decide to participate or not, it will open up a meaningful dialogue at home. This program is not about trying to catch kids doing drugs or drinking alcohol. We see it as a way to cope with peer pressure and open lines of communication. If you

Electronic form on our website  
under **STUDENT ONLINE  
REGISTRATION.**

would like additional information on how to talk to your son or daughter regarding enrollment in the program, or if you have any questions, please feel free to contact Phil Bowen, Assistant Principal, at (562)799-4780, ext. 82206

### **WEBSITE - *www.losal.org***

Information about Los Alamitos High School may be obtained via the website at [www.losal.org](http://www.losal.org) . The Annual Report, Daily Bulletin, College and Career Center Weekly Bulletin, Curriculum Handbook, Parent & Student Handbook, Principal's Newsletter, teacher webpages and department information may be accessed.

### **WORK PERMITS**

Applications are available through the College and Career Center or on the website for students between 14 and 18 years of age. The work permit states the number of hours and times of day that the student may work each week. The application requires an employer signature, parent signature and social security number. Upon returning the application, the work permit is issued. One day minimum is necessary for processing the work permit. All current work permits expire five days after the opening of school in the fall. Therefore, if a minor obtained a job and work permit in June and still had that same job in September, the work permit would expire. The minor would need to obtain a new work permit for the new school year even though it was for the same job. **Regular Permits:**

Ages	Maximum daily hours	Maximum weekly hours	Other restrictions
14 – 15	3 hours	18	Students may never work past 7 p.m.
16 - 17	4 hours on a day preceding a school day/8 hours on a day preceding a non-school day	28	Students may NEVER work past 10 p.m. on a night preceding a school day OR past 12:30 a.m. on a night preceding a non-school day.

**Entertainment Permits:** Parent/Guardian must complete all requested information on the front of the application form. Please print and sign your name. School record information is to be filled out by an authorized school district official (Los Alamitos High School – Career Center). Students applying for an Entertainment Work Permit must have satisfactory grades (“C” grade or better in all classes) and satisfactory attendance (no more than 10 absences during the school year). Information covering California’s child labor laws applicable to the entertainment industry can be found at <http://www.dir.ca.gov/dlse/DLSA-C.L.htm>

**Summer Work Permits and Hours:** When school is not in session, work permit applications are available in the Main Office during switchboard hours from 8:00 a.m. to 2:00 p.m. Call (562) 799-4780 to confirm. Working hours for students: the daily maximum is 8 hours, weekly maximum is 40 hours. Remember that summer jobs offer a great opportunity to learn responsibility, develop new skills and try out different careers!

## **YEARBOOK PORTRAITS**

Senior portraits are taken during the summer. Seniors will receive information and appointments in the mail. If the appointment cannot be kept, it is necessary to call the photography company immediately and reschedule. If a senior has not taken his/her senior portrait by the end of October, we will be unable to print the portrait in the yearbook. It is the student's responsibility to make and keep an appointment.

Underclassmen portraits are taken during registration. Those students who register late must take their picture on scheduled picture make-up days. Any student who has not had a picture taken by the end of September must contact the photography company to schedule a make-up appointment. If a student is not photographed before the end of September, s/he will not appear in the yearbook.

No refund will be issued for yearbooks because a student's picture does not appear in it. The cost of a yearbook package is quoted during registration. *Please note: After January 1<sup>st</sup>, the cost of the yearbook package will increase.*



