

Parent & Student Handbook

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Los Alamitos High School

3591 Cerritos Avenue, Los Alamitos, CA 90720

562.799.4780

www.losal.org

LOS ALAMITOS HIGH SCHOOL
3591 Cerritos Avenue Los Alamitos, CA 90720-2485
(562) 799-4780

**LOS ALAMITOS HIGH SCHOOL
MISSION STATEMENT**

The mission of Los Alamitos High School is to provide a nurturing and challenging environment that fosters academic achievement, democratic values, appreciation for cultural diversity, and desire for life-long learning. Within this framework, students will be provided with opportunities to gain knowledge and to develop critical and creative thinking abilities in order to become responsible, adaptable, and productive citizens. Through a diversified and balanced curricular and co-curricular program, students will be prepared for future educational, career, and personal success.

BOARD MEMBERS

Jeff Barke
David Boyer
Meg Cutuli
Joseph Ribal
Karen Russell

DISTRICT ADMINISTRATION

Gregory Franklin, Ed.D, Superintendent
Karen Lovelace, Asst. Superintendent, Human Resources and Instruction
Sherry Kropp, Ed.D., Assistant Superintendent, Curriculum and Instruction
Patricia Meyer, Assistant Superintendent, Business Services
Douglas Siembieda, Director of Special Education
James Poper, Director of Facilities, Maintenance, Operations, Transportation

LOS ALAMITOS HIGH SCHOOL ADMINISTRATION

Kelly Godfrey, Principal
Philip Bowen, Assistant Principal, Student Services
Gregg Stone, Assistant Principal, Curriculum
Lori Vix-Grossgold, Assistant Principal, Activities
Caroline Hall, Dean of Students

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

10293 Bloomfield Street Los Alamitos, CA 90720-2200 (562) 799-4700

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

ADMINISTRATION		
Principal	Kelly Godfrey	82200
Principal's Secretary	Maureen Motsinger	82201
Assistant Principal, Curriculum	Dr. Gregg Stone	82203
Curriculum Secretary	Carol Fotinakes	82204
Assistant Principal, Student Services	Philip Bowen	82206
Student Services Secretary	Cindy Bizal	82207
Assistant Principal, Student Activities	Lori Vix-Grossgold	82235
Student Activities Secretary	Darlene Martin	82234
Dean of Students, Attendance	Caroline Hall	82223
Attendance Secretary	Shari White	82226
DEPARTMENTS/OFFICES		
Activities/ASB		82234
Account Clerk	Cindy Kistner	82237
Art Department Office		82658
Attendance Clerk A - K	562/799-4796	82221
Attendance Clerk L - Z	562/799-4797	82222
Auto Shop		82807
Basketball Office	Russ May	82249
Cafeteria		82260
Career Center	Donna Hulen	82244
	Christy Ricks	82240
Cheer	Jennifer Ramirez	82256
Colorguard	John Rush	82519
Counseling Secretary	Donna Savala	82208
Counselors	Stacey Eatmon/freshman	82239
	Tina Heeren	82213
	Jodi Hutchinson/freshman	82275
	Tammy Lundblad	82212
	Heidi Olshan	82210
	Nona Rafferty	82214
	Matt Riehm	82211
Custodial Services/Facilities	Anthony Olvera	82218
Dance Team	Rikki Jones	82501
Data Processing	Debbie Brooks	82215
English Department Office		82357
Football Office	John Barnes	82248
Health Office	Donna Winford Ginnie Smith	82227/82228
Intercept Coordinator	Phylis Crosby	82246
Main Office/Switchboard	562/799-4780	"0"
Mathematics Department Office		82407
Media Center		82230/82231
Music Department - Instrumental	John Rush	82519
Music Department - Vocal	David Moellenkamp	82518
Newspaper	Jennifer Stewart	82654
Performing Arts Technical Director	Steven Smith	82265

Photo	Jeannine Ball	82609
Physical Education - Boys	Cary Brody	82252
Physical Education - Girls	Debbie Fleming	82254
Preschool/Home Econ.		82653
Psychologist	Marla Kennady	82209
Records/Transcripts	Rhonda Bela	82216
Regional Occupation Program/R.O.P.	Donna Hulen	82244
Science Department Office		82236
Social Science Department Office		82608
Special Education Department		82717
Speech and Language	Vicki Young	82408
School Resource Officer- SRO		82245
World Language Department Office		82717
Yearbook	Bonnie Eckert	82307

TEACHER ROOMS AND PHONE EXTENSIONS

Teacher phones are on silent ring 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 lunch or conference period. Please check the website for the most current updates. www.losal.org.

Myra Alva	82753
Eric Anderson	82612
Henry Awad	82156
Jeannine Ball	82609
Dave Barker	82409
John Barnes	82248
Ken Becker	82758
Carola Bendl-Casillas	82712
Dan Bennett	82700
Betty Biswell	82153
Jackie Bonis	82104
Gary Bowers	82309
Eric Bowman	82509
Deanna Bratcher	82403
Sondra Bright	82521
Cary Brody	82252
Debby Brosius	82760
Rachel Brown	82413
Piper Brucculeri	82401
Stephanie Byrne	82605
Dave Carlson	82505
Becky Carter	82410
Jeff Carthew	82650
Mark Celestin	82816
Brenda Chavez	82709
Vivian Choi	82707
Mark Clabough	82508
Ray Coriaty	82602
Eddie Courtemarche	82901
Kathy Currie	82157
Greg Del Vecchio	82807
LaRae Dillman	82353
Jim Doone	82359
Phil Doran	82306
Bonnie Eckert	82307
David Eisenberg	82703
Brent Eldridge	82804
Golbarg Erami	82351
Erin Erice	82655
Maria Ezcurra	82715
Jason Farvour	82810
Lynda Fine	82761
Debbie Fleming	82254
Mike Ford	82421
Janelle Fox	82411

Lori Franzen	82355
Vicki Gallagher	82308
Ally Greene	82356
Pauline Grimshaw	82604
Dorothy Haas	82300
John Hansen	82506
Matt Harmon	82701
Brandon Hart	82510
Beth Hasek	82705
John Haygood	82405
Jeff Heeren	82606
Rose Hennings	82523
Tricia Hinz-Smith	82611
Karissa Holstein	82651
Pinchas Honig	82507
Larry Hooper	82800
Cynthia Hopkins	82402
Nathan Howard	82713
Mira Jamadi	82751
Rikki Jones	82501
Tim Jones	82150
Ellen Kaulig	82522
Shari Kaulig	82759
Michelle Kelly	82801
Mossy Kennedy	82702
David Kerns	82358
Janine King	82704
Amanda Lenton	82350
Jeanne Limmer	82813
Kevin Loftus	82814
Kim Loggins	82412
Rosemary Lotts	82710
Erna Anne Lowe	82302
Julie Lusk	82656
Kimberly Lyons	82000
Gordon MacDuff	82103
Karen Maffett	82404
Annie Mais	82817
Lance Malinowski	82818
Jose Martinez	82757
Kimie Matsumoto	82714
Russ May	82819
Mark Mayo	82155
Dana McAdams	82622
Steve McAdams	82621
Denis McKee	82301
Rob Megill	82420

Stacey Meider	82603
David Moellenkamp	82518
Gloria Mounger	82653
Patrick Murphy	82502
Rebecca Nadell	82106
Darcy O'Brien	82805
Brighton Oothoudt	82151
Tiffany Orozco	82360
Andrea Parsons	82513
Mike Pazeian	82812
Heidi Pelle-Reid	82361
Jacqueline Post	82802
Jennifer Ramirez	82256
Jennifer Robinson	82601
Barbara Rockwell	82400
Kelly Rofe	82101
Ritsuko Rowe	82751
John Rush	82519
Maria Schrock	82955
Bart Smith	82305
Eileen Smith	82806
Richard Smith	82756
Rachel Spagg	82755
Lisa Sragovicz	82705
Mike Stembridge	82152
Jennifer Stewart	82654
Gladys Stough	82303
Kenny Torres	82105
Jim Van Gorder	82706
Cara Vienna	82600
Leslie Weber	82520
Kathy Weil	82708
Amy Weis	82406
Mike Whitcomb	82811
Debbie White	82102
Sue Woirel	82652
Joni Wuth	82815
Karen Yoshihara-Ha	82610
Vicki Young	82408

BELL SCHEDULES

REGULAR DAY			
Period 0	6:50	-	7:42
Period 1	7:48	-	8:49
Period 2	8:56	-	9:50
Nutrition	9:50	-	9:56
Period 3	10:03	-	10:57
Period 4	11:04	-	11:58
Lunch	11:58	-	12:28
Period 5	12:35	-	1:29
Period 6	1:36	-	2:30

MINIMUM DAY*			
Period 0	7:10	-	7:42
Period 1	7:48	-	8:29
Period 2	8:36	-	9:10
Period 3	9:17	-	9:51
Nutrition	9:51	-	9:57
Period 4	10:04	-	10:38
No Lunch			
Period 5	10:45	-	11:19
Period 6	11:26	-	12:00

ASSEMBLY*			
Period 0	6:50	-	7:42
Period 1	7:48	-	8:35
Period 2	8:42	-	9:28
Nutrition	9:28	-	9:34
Period 3A			
In Class	9:41	-	9:46
Assembly	9:46	-	9:51
In Class	10:36	-	11:21
Period 3B			
In Class	9:41	-	10:36
Assembly	10:41	-	11:21
Period 4	11:28	-	12:14
Lunch	12:14	-	12:44
Period 5	12:51	-	1:37
Period 6	1:44	-	2:30

BLOCK*			
Period 0	6:50	-	7:44
Period 1 or 2	7:50	-	9:48
Nutrition	9:48	-	9:54
Passing	9:54	-	10:01
Period 3 or 4	10:01	-	11:57
Lunch	11:57	-	12:27
Passing	12:27	-	12:34
Period 5 or 6	12:34	-	2:30

FINALS*			
Period 1 or 2	7:48	-	9:10
Period 3 or 4	9:17	-	10:32
Nutrition	10:32	-	10:38
Period 5 or 6	10:45	-	12:00

*Minimum days are held on Back to School Night and Open House days.

*Assembly days will be announced to students and staff several days prior to each assembly.

*Finals are given on the last 2 days of each semester.

*Block schedule is used during testing.

*Occasionally a different bell schedule will be used to accommodate special campus events.

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 he or she 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.

Violation of 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 key words on your person or objects for use in a test

- Use hidden reference sheets during a test
- Use programmed material in watches, calculators, 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

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 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 League. 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, 2008.
- 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

- Absences must be cleared by a parent phone call or written note within 2 school days, beginning the first school day after the absence. **THERE WILL BE NO EXCEPTION TO THIS RULE. A ONE-TIME REQUEST (PER SCHOOL YEAR) TO CLEAR AN ABSENCE AFTER 2 SCHOOL DAYS REQUIRES A PARENT SIGNATURE AT THE SCHOOL SITE.**
- Absences not cleared within 2 school days, beginning the first school day after the absence, will be considered trancies.

- Truancies will result in Saturday School.
- The Attendance Office will assign Saturday School automatically once the absence is declared truant. For *tardies*, the student will receive a copy of their paperwork in their 1st period class. Paperwork for *truancies* will be received in the class where the truancy occurred.
- Failure to serve Saturday School will result in On-Campus Suspension (OCS).

TRUANCY POLICY: (Per semester)

CONSEQUENCES		
A truancy	=	Saturday School
6 period truancies or 1 full day truancy	=	Warning letter sent to parent.
12 period truancies or 2 full day truancies	=	Activities/privileges removed. This includes off-campus pass, formal, prom, dances, any contests, nominations, and graduation activities.

TARDY POLICY: (Per semester)

CONSEQUENCES:		(single period)
1- 3 Tardies	=	25 min. detention for each tardy (Teacher assigns)
4 or more Tardies	=	Saturday School for each tardy
8 th Tardy	=	Warning letter sent to parent
16 th Tardy	=	Activities/privileges removed. This includes off-campus pass, all dances, formal prom, any contests, nominations, and graduation activities.

Detentions will be served within two (2) school days of the date of issuance during lunch or after school. Failure to serve detention within the allotted time will result in Saturday School.

Reoccurring absenteeism and/or tardiness will result in parent notification and further disciplinary action.

TO VERIFY AN ABSENCE

The Attendance Office direct lines corresponding to the student’s last name are:

A-K (562)799-4796 - Mrs. Cano

L-Z (562)799-4797 - Mrs. Harris

Parent calls/notes for excused absences should include:

- The date of the absence
- The first and last name of the student
- The reason for the absence
- The parent’s/guardian’s name/signature

A student who is absent from school for a reason of illness for more than three days will be required to furnish a note from a physician prior to re-admission to school. Students who have an unusually large number of illness absences of less than three days will also be required to provide medical verification of the illness or medical condition.

LEAVING CAMPUS

Students may not leave school without checking out at the attendance office. To avoid classroom interruptions, students should fill out their release form before school, at nutrition, or at lunch.

AUTO-DIALER

Single Period Absences: If the phone dialer has indicated a student is absent for a particular period during the school day, it is the student's responsibility to speak to that teacher and bring a note to the Attendance Office with the teacher's signature to clear the absence. If the period of absence is unknown, the student can come to the Attendance Office to find out which period is in question.

LEGAL EXCUSES FOR ABSENCES AND TARDIES

The following absences are considered the only legally excused reasons to be absent from school. Students are allowed to make up work for these reasons:

- Illness, medical appointments (with verification from the doctor's office), quarantine, funeral, school-related activities, court appearance (with verification from the court), jury duty, religious observance and personal reasons with prior administrative approval. (A request for an extended personal absence must be given to the attendance office in writing at least one week prior to the absence.)

All other absences are considered truant or unexcused. An absence becomes TRUANT when it is not cleared by a parent in writing or by phone within two school days. All students MUST sign out at the Attendance Office when leaving campus for any reason. Failure to do so will result in the student receiving a Saturday School. UNEXCUSED/VERIFIED absences include oversleeping, car trouble, baby-sitting, vacation, etc. By law, teachers are under no obligation to accept make-up work due to trancies and unexcused absences.

Safety Note: Students may not leave school without checking out at the attendance office. A note or parent phone call is required from the parent or guardian prior to leaving campus. No exceptions will be made for students obtaining permission by the use of a cell phone.

CAMERA POLICY

Students and any persons not employed by the Los Alamitos Unified School District are not allowed to bring cameras, video, digital, or otherwise, and/or equipment on campus without prior written permission. Students are not allowed to use school video equipment to film or record school activities, classes, or campus activity without prior written permission, with the exception of classes where video equipment is part of the curriculum and they have specific permission from the teacher. Parents wishing to videotape student activities (i.e., pep rallies, assemblies, etc.) during school hours may receive permission when they register in the Main Office as a campus visitor. Videotaping athletic contests and other extra-curricular activities at events open to the public are not affected by this policy

CELL PHONES, PAGERS, BLUETOOTHS, ELECTRONIC DEVICES

Electronic signaling devices, including, but not limited to cell phones, bluetooth devices, and pagers, shall be turned off and kept out of sight when the regular school day begins at 7:40 a.m. until the regular school day ends at 2:30 p.m. They must remain off and out of sight during class time, passing periods, nutrition, at lunch time (on campus), or any other time as directed by a district employee. If a violation of this policy occurs, an

employee may confiscate the device. The device will not be returned to the student. It must be picked up by a parent or guardian only. Repeated violations may result in further disciplinary action, including suspension.

CLUBS AND ACTIVITIES

The following is a partial list of clubs which are offered at Los Alamitos High School. For a more current list, please contact the Activities Office. Please note...annually we will have 10-15 clubs become active and/or inactive. 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 in the Daily Bulletin. Students interested in starting a new club are to go to the Activities Office for a club application.

<i>Academic</i> Academic Quiz Team Drama Club French Club German Club Japanese Club Spanish Club Mock Trial Model United Nations Science Olympiad Team Speech and Debate	<i>Honors</i> CA Scholastic Federation French Honor Society Japanese Honor Society Spanish Honor Society National Honor Society Quill and Scroll	<i>Service</i> Conflict Mediation Griffins With a Mission Interact-Rotary Key Club Link Crew Peer Support Safe Rides	<i>Continuing Active Clubs</i> Chess Club Christian Club Ecology Club Equestrian Club Future Business Leaders of America GAPP Gay-Straight Alliance Liberal Youth of America Vegetarian Club
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Apply/audition for selection into the following groups in the spring of the prior year:

Associated Student Body Board (ASB) Cheer/Song Choir - Sound FX Choir - Sound Trax	Choir - Xpressions Choir - Xtreme Choir - Axcnt Color Guard Dance Dance Team	Jazz Band I & II Journalism Newspaper Olympian Marching Band Orchestra Song Symphonic Band	Video Yearbook Griffin News Team Wind Symphony Yearbook
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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 nine weeks or the season of sport/activity, ** whichever is greater.

* 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.

** Each sport, ASB, performance and competition group defines in writing its "season of sport/activity."

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.

SAMPLE - Actual form to be completed is included in the registration packet and available in the Activities Office

Student name (print legibly) _____

I have read the Athletic/Activities Code of Conduct and I will abide by the code.

Student Signature

Parent/Guardian Signature

Date

COLLEGE AND CAREER CENTER

The College and Career Guidance Center is located at the west end of the Media Center. 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 7:30 a.m. – 3:30 p.m. and offers the following services:

• Armed Services Information	• Financial Aid and Scholarship Information
• Career Assessment	• Pathway Cords for Graduation
• Career Information	• ROP Information (North Orange County Regional Occupational Program)
• College Entrance Testing	• School-to-Career Services
• College/University Information	(business site field trips and job shadowing opportunities)
• Employment Services – Job Board and Work Permits	

All NEW College and Career Planning System – kuder.com

In September, the College and Career Center will begin offering a new online program to all students. Each student will be given a personal user name and password. Online users will begin the college search and career development process through the online portfolio. Individuals can take assessments and access multiple resources to explore occupations and plan for postsecondary education. The portfolio includes assessments (Career Search with Person Match, Skills Assessment and Work Values Inventory), favorites list, planning timelines, education planner, resume builder, note taker, job interview planning, occupation search and comparison, college search and comparison, financial aid application and scholarship search.

The assessments provide automatic, immediate scoring and reporting. Reports will be available from any internet location. Students will be encouraged to review results with their parents/guardians.

californiacolleges.edu - check UC/CSU “a - g” requirements

Enter website and click on tools across top row to the right. Click on High School Planner under Admissions. Click Use High School Planner. NEW USERS: Click on Create My Account, then Create My Permanent Account, complete profile, select user name and password that you can REMEMBER until you graduate, click Create My Account and continue to enter your high school and classes.

COMPUTER LAB

The Computer Labs, located in rooms 750 and 752, are equipped with 35 PCs and 35 Macs. It is open daily from 7:30 a.m. to 2:45 p.m., including lunch when many students use the computers to type reports, research information, work on PowerPoint presentations and make iMovies. In order to use the Internet, students must have a current LAHS ID card with Internet permission displayed. To be in the computer lab 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.” A Planning Guide for Students and Parents is also available which includes information such as admission requirements for college, the college application process, financial aid, testing, career planning, resource and website information, etc. Counseling alpha assignments for all grades are:

COUNSELOR	GRADES	ALPHA	PHONE
Tamara Lundblad	10 – 12	A - C	Ext. 82212
Nona Rafferty	10 – 12	D - Ha	Ext. 82214
Tina Heeren	10 – 12	Hb - Md	Ext. 82213
Matt Riehm	10 – 12	Me – Sc	Ext. 82211
Heidi Olshan	10 – 12	Sd – Z	Ext. 82210
Stacy Eatmon	9 th only	A – K	Ext. 82239
Jodi Hutchinson	9 th only	L – Z	Ext. 82275

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. 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
(no slippers, tennis shoes, flip flops)

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)

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 prior to the dance if you have concerns.*

DELIVERIES TO STUDENTS

Please limit messages and deliveries to absolute emergencies. Taking the time to communicate at home limits the interruptions to classes for messages regarding doctor appointments, transportation, meeting times/places, and other personal messages. This also includes delivery of forgotten lunches, homework, etc. Please remind your student to check the Main Office for items they have requested you to deliver. Announcements are made only during nutrition, lunch, and after school for students to pick up messages and/or deliveries such as lunches in the Main Office. Please label any items you leave for student pick-up and sign in on the clipboard available in the Main Office.

We will not send call slips or interrupt classrooms during instructional time.
NO announcements will be made during A.P. testing and other designated testing times.

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 extra-curricular 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.

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, 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.

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.

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 and lighters.

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 Study Program - Student may be assigned to school on Saturday in lieu of more serious

disciplinary actions.

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 he/she 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/Skates – LAUSD prohibits riding of bicycles, 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, 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

Cell Phones, Pagers, Bluetooths, Electronic Signaling Devices - Electronic signaling devices, including, but not limited to, cell phones, Bluetooth devices and pagers, shall be turned off and kept out of sight when the regular school day begins at 7:40 a.m. until the regular school day ends at 2:30 p.m. This includes passing periods, nutrition, at lunch time (on campus) or any other time as directed by a district employee. If a violation of this policy occurs, an employee may confiscate the device. The device will not be returned to the student. It must be picked up by a parent or guardian only. Repeated violations will result in further disciplinary action, including suspension.

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 truanancies.

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.

IPOD's/MP3 Players/Discmans/Walkmans/Radios/Stereos - Due to the number of lost/stolen items and the disruption to the instructional program, students are prohibited from bringing ipods, mp3 players, walkmans, discmans or other such devices to campus. These devices will be confiscated by a staff member and returned to a parent/guardian only. Headphones of any type are not allowed on campus unless specifically required by the teacher, nor are personal radios, stereos, boom boxes, etc. Failure to comply with this policy will be considered defiance of authority and the student will be subject to discipline ranging from Saturday School to suspension. Los Alamitos High School is not responsible for the loss, theft, or damage to any electronic device.

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-prescriptive 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 10 M.P.H. 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.)

DISCIPLINARY INFRACTIONS AND POSSIBLE ACTIONS

Infraction	Disciplinary Action
Arson	Suspension, expulsion, police involvement
Assault on Staff Member	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, Saturday School, parent involvement, suspension, expulsion, SARB
Disorderly Conduct or Campus Disruption	Informal conference, detention, Saturday School, parent involvement, expulsion
Dress Code Violation	Detention, parent involvement, Saturday School, suspension
Electronic device violation	Confiscation, parent conference, Saturday School, 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
Littering/ Throwing food	Student conference, detention, Saturday School, parent conference, OCS; suspension
Misuse of Internet	Revocation of internet privileges, Saturday School, suspension
Possession/Use of Tobacco Products	Saturday School, OCS, suspension
Possession/Use/Sales of Drugs/Alcohol/ Paraphernalia	Suspension, expulsion, police involvement, Student Study Team referral
Profanity/Vulgarity/ Obscenity	Informal conference, parent involvement, Saturday School, suspension, expulsion
Robbery/Extortion	Suspension, expulsion, police involvement
Sexual Assault/Battery	Suspension, expulsion, police involvement
Sexual Harassment	Informal conference, parent involvement, Saturday School, 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, Saturday School, 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 (except continuation students).
7. No student shall be suspended for more than twenty days in one school year (except continuation students).
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

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 CODE

Students are expected to dress in an appropriate fashion that does not interfere with or distract from the educational process. Clothing should be clean, in good repair, and worn in an appropriate manner. Footwear is required at all times. Certain classes may require that students wear hard-toed shoes.

This code has been established to promote a productive learning environment free of distractions or disruptions, a safe and healthy school environment free of drugs and weapons, and a proactive direction away from gangs.

Students may not wear:

1. Clothing that is disruptive to the educational process which includes but is not limited to the following:
 - Tight or revealing clothes
 - Bare midriffs, backless tops, strapless tops, tube tops
 - Clothes which allow undergarments to be exposed
 - Swimsuit or underwear-style clothing, i.e., camisole top, slip dress
 - Pajamas/house shoes or other inappropriate dress
2. Clothing, accessories, or tattoos that contain or display symbols or slogans which are degrading to and which include but are not limited to the following:
 - Culture
 - Gender
 - Religion
 - Race
 - Ethnic values
3. Clothing, accessories, or tattoos that refer to or glorify the following and which include but are not limited to the following:

- Profanity/vulgarity
 - Sex
 - Drugs
 - Illegal activities
 - Alcohol
 - Tobacco
 - Violence
 - Weapons
4. Clothing, accessories, or tattoos that are associated with or have a known gang relationship which include but are not limited to the following:
- Iron cross/any altered version of a cross imprinted on notebooks, clothing or accessories
 - Any apparel with the word(s) “Skin,” “Metal Mullisha,” “Independent,” “N.W.O.C.” (North West Orange County), confederate flag or altered versions of these words or images
 - 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
 - Any combination of apparel deemed gang related as concluded by law enforcement agencies, i.e., pants or shorts with socks pulled above the bottom of the pants/shorts
 - Boots with red, blue, or white laces or other hate symbolic items
 - Spiked or potentially dangerous jewelry, accessories, i.e., large rings studded leather wrist bands, etc.
 - Bandannas worn or hanging from clothes
 - Pants that do not stay up without a belt, suspenders, etc. (Pants must fit at the waist without alterations and be worn above the buttocks.)
 - Jewelry or accessories with gang symbols, i.e., confederate flag
 - Trench coats

Note: The above list is used as a guide, but other dress styles or items of clothing, etc., may be added as gang styles change.

Dress Code Consequences: 1st Violation - 25 minute detention
 2nd Violation - 2 hour Saturday School
 3rd Violation - Repeat violators are suspended

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 the west lot for student drop-off or pick-up.

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 POLICY

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, 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.

Jim Poper, LAUSD Director of Facilities and Planning, Los Alamitos Unified School District

EMERGENCY PREPAREDNESS

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. Click on the “Emergency Preparedness Information” link.

- 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 in the area near the flag pole 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 2nd period teacher's designated evacuation area on the field or athletic area (see green LAHS Field Evacuation Map). All students should know their 2nd 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 truancies; (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

The Los Alamitos Unified School District takes part in the National School Lunch program. Meals are served daily at a cost of \$3.00 per meal. Los Alamitos High School provides a large variety of snacks and meals available at nutrition, lunch and in vending machines on campus. Three snack carts are available during nutrition offering bagels, fruit, chips, drinks and many other snacks. During the lunch hour, the cafeteria/breezeway area and 6 food carts offer a variety of selections. In addition to the daily menu item and BBQ, the following selections are always available on the carts: burgers, pizza, burritos, turkey sandwich meals, plain and grilled chicken sandwiches, rib sandwiches, popcorn chicken, and Chinese Chicken or Chicken Caesar salads. All selections are served with fruit, chips, and a choice of white or chocolate milk.

A computerized POS (Point of Sale) system is used at lunch time for selling student lunches and for a la carte items. All students are required to enter their 4-digit student number into pin pads located in the cafeteria/breezeway area and on all mobile carts in order to purchase food items. This number can be found on the student's class schedule.

Parents are able and encouraged to deposit money into their student's account. They are able to deposit money via cash or check, made payable to LAUSD, and given to the cafeteria manager or online. Parents can access the online service by visiting the Los Alamitos Unified School District website at www.losal.org and clicking on Lunch Information in the left margin. Click on Pre-payment options and then Online payments. Parents will need to know their child's permanent district I.D. number (10 digits) to make a deposit. Please call our Food Service Office at 562-799-4592, ext. 81115 to determine your child's number. Parents are also able to view activity on their child's lunch account and their remaining balance by accessing this web page and signing up. Any money left over on the student's account at the end of the school year will roll over to the next school year. Only those students leaving the district will qualify to receive a refund of the money left in his/her account.

To apply for free or reduced-price meals for your child(ren), please pick up an Application for Free and Reduced Price Meals from your school office or cafeteria and submit it to the cafeteria manager.

GRADING PERIODS

Students are given progress reports at the 6th and 12th week of each semester. These progress reports are given to the students to be hand-carried home. Students must sign for their progress reports. Any progress reports not picked up will be given to the Counseling Office for student or parent pick-up. The 6-week & 12-week progress report 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.

First grading period ends	October 19, 2008	Progress Report hand-carried home
Second grading period ends	November 30, 2008	Progress Report hand-carried home
First Semester ends	January 31, 2009	Report Card mailed home
Fourth grading period ends	March 14, 2009	Progress Report hand-carried home
Fifth Grading period ends	May 2, 2009	Progress Report hand-carried home
Second Semester ends	June 19, 2009	Report Card mailed home

Post these dates to your calendar so you know when to expect your student to bring them home.

GRADUATION REQUIREMENTS FOR LOS ALAMITOS HIGH SCHOOL

All students attending Los Alamitos High School must accumulate 230 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 230 credits necessary for graduation must include:

a. 40 credits	(8 semesters)	English
b. 30 credits	(6 semesters)	History World History, Cultures, & Geography (10 credits); United States History (10 credits); American Political Tradition (5 credits); and Economics (5 credits)
c. 20 credits	(4 semesters)	Mathematics (must include Algebra I or equivalent)
d. 20 credits	(4 semesters)	Physical Education
e. 20 credits	(4 semesters)	Science - Life Science (Life Science or Biology – 10 credits); and Physical Science (Physical Universe, Chemistry or Physics – 10 credits)
f. 5 credits	(1 semester)	Health
g. 10 credits	(2 semesters)	Fine Arts* (Art, Dance, Music, Drama/Theater) and/or World Language
h. 10 credits	(2 semesters)	Fine Arts* (Art, Dance, Music, Drama/Theater) or Applied Arts (Child Development, Computer Education, Industrial Technology, ROP)

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

These required classes comprise 155 of the 230 required credits. The remaining 75 credits are student elective choices. Students may enroll in a maximum of 40 credits per semester, including Regional Occupational Program (ROP) and Adult Education.

Remedial program options are available for students who are not able to pass the California High School Exit Exam. The counselors will discuss options with the student.

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 and one half-time Registered Nurse who share responsibility for all students in the district; and part-time health clerks who are at the individual school site health offices on a daily basis.

A nurse oversees the operation of the health offices at each school site and works to standardize health practices in the district. The nurses are consultants to parents, teachers and administrators in regard to the health needs of all students, and coordinate or perform 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.

There is one and one-half school nurses in the district to serve the district schools. A nurse is not available to administer medication to students who must receive it. Therefore, the school health clerk, secretary, or principal might be the person to administer any medication ordered by a doctor. They cannot be expected to assume this responsibility unless it is absolutely necessary.

In order for school staff to administer 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 to, 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.

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

It is the responsibility of the parent to notify the school **IMMEDIATELY** when a **COMMUNICABLE CONDITION IS SUSPECTED OR DIAGNOSED**. Examples of communicable conditions are head lice, measles, mumps, chicken pox, impetigo, ring worm, etc. The school office must clear students before they are allowed to re-enter the classroom.

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 101.0F° or above (orally) or (100.0F° or above under the arm) 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 or diarrhea in the last 18 - 24 hours.
3. 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.
4. 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.
5. Head lice or nits. Request “Parent Guidelines for Treating Head Lice” from the school.
6. 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. 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 F or more than one D 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.

INSURANCE FOR STUDENTS

Medical insurance is required for students who play on a CIF regulated sports team and other curricular 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 purely 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. It is our desire that all of our students will have some type of accident insurance.

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 in our district. 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 student. This form must be read and signed by both parent and student. By completing and returning the 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.

Students not receiving their Internet permission during registration can pick up a "Rules and Regulations for Acceptable Use of Electronic Resources" form in the Computer Lab 750, Media Center, or Campus Supervision Office before school, after school, or during nutrition or lunch.

IPOD'S/MP3PLAYERS/DISCMANS/WALKMANS/RADIOS/STEREOS/GAMING DEVICES

Due to the number of lost/stolen items and the disruption to the instructional program, students are prohibited from bringing ipods, mp3 players, walkmans, Discmans, gaming or other such devices to campus. These devices will be confiscated by a staff member and returned to a parent/guardian only. Headphones of any type are not allowed on campus unless specifically required by the teacher, nor are personal radios, stereos, boom boxes, etc. Failure to comply with this policy will be considered defiance of authority and the student will be subject to discipline ranging from Saturday School to suspension. Los Alamitos High School is not responsible for the loss, theft, or damage to any electronic device.

LOCKERS

Students issued a locker must use a LAUSD school-purchased blue Master Lock. You can trade in your previous year's lock (from LAHS, Oak, or McAuliffe) for a free LAHS-issued Master Lock, or purchase a new LAHS-issued Master Lock for \$7.

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 any other students.

Forgotten combinations can be retrieved in the Records Office, ASB Office, Main Office or Campus Supervision Office. Locker theft or damage should be reported to the Campus Supervision 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.

LOCKER LOCATIONS

Building	Locker #'s	Building	Lockers #'s
Media Center	2230-2592	Rms. 401-404	1243 - 1488
Rms. 150-153 West	889-1047	500 West	1729 - 1866
Rm. 152 North	853-888	600's East	1 - 426
Rms. 155-157 East	1489-1728	600's West	427 - 852
Rm. 300 East	3797-4201	Rm. 622 East	2992 - 3058
Rms. 355-359 North	1867-2229	650 - 655 East	2599 - 2989

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 Campus Supervision Office. Students should check the following locations for lost items:

Books, binders, backpacks	Media Center
Electronics, cell phones	Campus Supervision Office
Calculators, wallets, jewelry, glasses	Main Office
Clothing	Main Office

MEDIA CENTER/LIBRARY

The Media Center is open for student use from 7:20 a.m. to 3:45 p.m. During the school day, a pass is required for entry into the library for any student not with a class.

Materials in the Media Center are available for student checkout with their current student I.D. Most books are loaned for approximately three weeks. Reference books and reserve books, magazines, posters, and pamphlets are loaned out for overnight use only. A replacement library/I.D. card may be purchased in the ASB office.

In addition to the traditional print materials (books, magazines and newspapers), the Media Center has information available on computer disk, microfiche, microfilm, cassette, CD, and DVD formats. ProQuest, our online newspaper and magazine database, provides articles from encyclopedias, newspapers, magazines and television and radio program transcripts is available for use on campus or at home. A web address, and account number, are available on the media center webpage and the password can be obtained from the Media Center staff.

Internet computer stations are available in the Media Center for student and faculty use. Before students can use these stations, they must have Internet permission on their current I.D., and that I.D. must be placed in the pocket on the front of the computer they are using.

Computers located in the Media Center are available to students before school, at lunch and after school. Outside programmed disks and CD's are not usually allowed. Students can use our computers to word-process; however, they must have their student I.D card displayed in the pocket on the front of the computer. Printing out reports from home programs can be done if saved to a Word format; if students know how to transfer the program to Microsoft Word, they can print the report here. Unfortunately, staffing makes it possible for us to only offer limited word processing assistance. A flash drive has become an almost invaluable asset for saving Powerpoint presentations.

There is a fine of 10¢ a day per item for overdue materials (each fine is frozen at \$5.00). If a book is lost, you must pay the fine plus the cost of the book. A student may request a check of charges at any time or may check the display cases in front of the Media Center. The Media Center will send out bills to students who have outstanding textbooks or library books several times a year.

Lost textbooks/library books will be charged at the replacement cost plus a small processing fee. Students with excessive outstanding textbook or library fines will not be allowed to check materials out, but may use the books needed in the Media Center.

A copy machine and change machine are available in the Media Center for student use. The change machine can make change for \$1.00 or \$5.00 bills. The change will be all in coins. Students are strongly advised not to bring bills larger than \$5.00 to school, since there is no place to make change for larger denomination bills on campus.

All students should have public library cards because libraries, in addition to books for teachers' reading lists, now have wonderful online sources that students can use from their home computers. In order to access these online references you must go to the library website (Orange County Santiago System www.ocpl.org; Long Beach Public Library www.lbpl.org). To gain access to the sources you must have your library card number and in some cases a code word or password you have previously listed with the library. Most public libraries issue cards free of charge. An adult family member must accompany a student in order to get a card. Only Cerritos, Anaheim and Huntington Beach charge for cards if you do not live within their city boundaries.

For more information on the public libraries in the area, check our Media Center webpage and the public libraries Power Point presentation. It will show maps, and a sample of each libraries online catalog and programs available. www.losalUSD.k12.ca.us/Schools/LAHS/academics/mc/index.html

OFF-CAMPUS LUNCH PERMITS

Due to the high incidence of problems involving students who leave campus for lunch and because of their age, general level of maturity and vulnerability, Los Alamitos High School will not issue Off-Campus Lunch Permits to any 9th or 10th grade students. They should bring their lunch to school or purchase their lunch on campus.

No freshmen or sophomores will be issued a lunch permit. Students who are in the 11th or 12th grade, with a signed parent permission form, are eligible to receive an Off-Campus Lunch Permit. The student's identification card will be stamped with this permit. No student will be allowed to go off campus for lunch during the first two weeks of school. 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. Truancies to any class and violation of codes or regulations will result in revocation or denial of lunch pass permit.

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

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

The permit must be in the student's possession when off campus. Anyone found off campus during lunch without a noon permit will be assigned a Saturday School.

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 juniors and seniors 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 \$50. 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 juniors or seniors who qualify by submitting the required paperwork. (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 \$50. Checks are to be made payable to LAHS.
4. The replacement cost of a lost or stolen pass is \$50.
5. The purchase of a parking permit does not guarantee a parking space.
6. Students may park in the east or west student lot in designated student spaces from 6:30 a.m. – 2:30 p.m. The west student lot will be locked from 8:30 a.m. – 1:00 p.m. Students who park in the west lot will not be allowed to drive off campus for lunch.
7. The parking permit must be displayed so that it is clearly visible from the outside of the vehicle. Failure to clearly display the permit may result in ticketing or towing.
8. Failure to follow the parking regulations may result in forfeiture of the parking permit.

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

- \$50 fee
- Proof of insurance
- Copy of vehicle registration
- Valid driver's license
- Completed parking permit contract with parent and student signature

SAMPLE - Actual form to be completed is included in the registration packet and available in the Activities Office.

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 lots are full, must find parking off-campus in legal and designated areas. We ask students to treat our local neighborhoods and business areas with courtesy and respect.

As the school year progresses, the student parking lots become more impacted. The earlier a student arrives to 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 PERMIT CONTRACT

Student parking permits must be purchased from the Los Alamitos High School Activities Office each year. Parking permits are required on all vehicles parked at Los Alamitos High School. Only juniors and seniors are allowed to purchase parking permits. Purchase of a parking permit does not guarantee a parking space. Parking areas are regularly patrolled by the Los Alamitos Police Department and vehicles not properly permitted may be ticketed or towed.

Name of Student _____ Driver's License No. _____

Address _____

SAMPLE - Actual form to be completed is included in the registration packet and available in the Activities Office

Phone _____

Make & Model of Vehicle _____ License Plate No. _____

Color _____ Year _____ Vehicle ID No. _____

Insurance Co./Policy No. _____

I have read and agree with the *Los Alamitos High School Student Parking Regulations and Requirements*. I further grant my permission for his/her driving the above automobile to and from school. I UNDERSTAND THAT IF I AM THE LEGAL OWNER OF THE AUTOMOBILE I BEAR THE RESPONSIBILITY. My student agrees to follow all parking and traffic rules and regulations.

Parent signature _____ Date _____

- The parking permit must be displayed so that it is clearly visible from outside the vehicle. If the permit is not visible, the vehicle may be ticketed and/or towed away.
- Students may park only in designated spaces in the EAST or WEST student lots and may not use more than one space. Students may not park in spaces marked "STAFF." Violators may be ticketed and/or towed away.
- Students must not loiter or litter in parking lots. Eating lunch in vehicles is not allowed.
- Student parking hours are from 6:30 a.m. – 2:30 p.m. when school is in session.
- The WEST parking lot will be locked between 8:30 a.m. - 1:00 p.m. Students who park in the WEST lot will not be allowed to drive off campus for lunch.
- Lock your parked vehicle. The security of your permit and your vehicle is your responsibility.
- Observe a 10 MPH speed limit on school property.

- A violation of parking regulations or vehicle operating rules may result in the revocation of parking privileges/permit with no refund.
- All parking and traffic regulations on campus are enforced by the Los Alamitos Police Department.

I have read, understand and agree to the above regulations. If my parking permit is lost, stolen, or destroyed, the replacement charge is \$45 upon administrative approval.

Student Signature _____ Date _____

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.

PHYSICAL EDUCATION UNIFORMS

There is a required Physical Education uniform (shorts and shirt) that is available for purchase in the Activities Office. Students will purchase their Physical Education uniforms in Physical Education classes sometime during the first two weeks of school. Physical Education teachers will announce the date of purchase and the price of the uniform. Checks are to be made out to LAHS.

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 enclosed in the registration packet 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. 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 pro-actively 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.

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. Students are required to carry their student ID card at all times. It is required for entry into student events, to use the computer labs, to check out books from the Media Center, to get off-campus for lunch (juniors and 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 \$4.00. Most teachers require their students to use the Student Minder Binder. 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 \$4.00. After an original purchase, the cost to replace the Student Minder Binder is \$10.00. Replacement student Minder Binders may be purchased through the Activities Office, 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. (The average 10th grader checks out over \$360 in textbooks each semester.)

Students must have a current student I.D. card to check out all textbooks - no exceptions! Materials will only be checked out to students with their official photo ASB card.

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, a refund will be given, although, this can be a lengthy process.

Guidelines/Fines/Overdue Materials

- All textbooks must be covered. Free book covers are available in the Media Center. No stretchy covers are allowed.
- Upon check-out, it is the student's responsibility to carefully look through each book for problems, i.e., damaged or missing barcodes, 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. Use a locker at your own risk. The lockers are not watertight and during heavy rains the interior of the locker can become wet. Books, paper, etc. may become damp. Once a book is water-damaged or mildewed, it should be returned to the Media Center so a charge can be assessed. Make sure backpacks are water-proofed or lined with a plastic bag to protect your books.
- Books stolen from lockers should be reported to the Campus Supervision Office. Students are financially responsible for all lost, damaged, or stolen books.
- Books should not be left in lockers over weekends and holidays.
- If a student has an unpaid fine and 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. In the case of library books, the student may only use a book in the Media Center until any fines are cleared. Students owing fines may have privileges restricted. Seniors will not be allowed to pick up their yearbook or cap and gown until all fines are paid in full.

Charges	
Damaged Barcode	2.00 Each
Missing Barcode	5.00 Each
Damaged Book Cover	15.00
Water Damaged Book	Full charge for new book
Taping Fee	Charged according to damage (torn pages, cover, etc.)
Marking in Book	Charged according to damage

Workbooks

If you are required to have a workbook in any of your classes this year you may:

1. Check out a workbook from the Media Center after classes begin. (You may not write in the workbook.)
2. Purchase a workbook before school, during nutrition, lunch, or after school from the Activities Office. They will give you a receipt to show to your *teacher* and s/he will give you the workbook. (Do not bring your workbook receipt to the Media Center.)

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 6th 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.)

If you buy your workbook, we recommend that you buy it during registration with either cash or a check made out to LAHS. If you choose to *check out* a workbook instead of buying one, please be advised that you will be charged the cost of the workbook PLUS A \$5 CHARGE if you return the workbook damaged at the end of the semester or year. Damage can be defined as writing, even in pencil, in the workbook. In order to keep your workbook in good shape, we recommend that you cover it with a folder.

TRANSCRIPTS

Regular Records Office hours are Monday through Friday: 7:30 AM -12:30 pm, 1:45 - 3:30 pm

Allow 5 working days for processing. Official transcripts are given for specific destinations. Los Alamitos High School keeps statistics on where transcripts are sent. Students 18 and older must request and sign for their own transcripts.

Do not send a transcript to the CSU or UC prior to graduation unless a campus requests you to do so. For private schools, see the information provided by the specific school.

TRANSFER TO A CONTINUATION HIGH SCHOOL

Board Regulation 7042

Please discuss with your student the following Los Alamitos Unified School District Administrative Regulation 7042: Student Assignment to a Continuation High School.

Students at Los Alamitos High School are required to earn 230 credits in required and elective courses in order to graduate. It is expected that students will acquire credits at the rate of approximately 30 credits per semester. Students who fail classes or do not take a full load (six classes per semester) are able to make up the needed credits by enrolling in summer school, ROP, or Adult School. Despite these opportunities, there are a number of students each year who fall progressively behind in credits and eventually do not graduate.

Students are expected to have earned a specific number of credits in order to advance to their junior and senior years at Los Alamitos High School. These guidelines are:

<u>Timeline</u>	<u>Minimum number of credits</u>
11 th grade - Start of the fall semester	105
11 th grade - Start of the spring semester	130
12 th grade - Start of the fall semester	160
12 th grade - Start of the spring semester	195

According to California Education Code (Section 48432.5), a student may be involuntarily transferred to a continuation high school if the student has been habitually truant, has irregular attendance or has disciplinary problems. According to District Regulations, if a student has three or more truancies within a school year and has not earned the minimum number of credits at the specified intervals as shown above, the student will be recommended for an involuntary transfer to Laurel Continuation High School in order to receive special attention, such as individualized instruction. In addition, a Los Alamitos High School student may be recommended for a voluntary transfer to Laurel Continuation High School if the student has not earned the minimum number of credits at the specified intervals, as shown above. Any student transferred to Laurel Continuation High School will have a progress review at the end of one full semester and a recommendation will be made regarding the student's re-enrollment at Los Alamitos High School or continued enrollment at Laurel High School.

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 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 and special education programs. 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. 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 involvement 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. The goal of the LAHS Voluntary Drug Testing Program is to enlist the assistance and support of parents to help our adolescents combat and win the fight against drug and alcohol use.

WEBSITE

www.losal.org

Information about Los Alamitos High School may be obtained via the Los Alamitos Unified School District website at www.losal.org and navigating to the school web page. The Annual Report, Daily Bulletin, College and Career Center Weekly Bulletin, Curriculum Handbook, Parent & Student Handbook, Principal's Newsletter, and department information may be accessed. Some teachers have created their own websites that contain current class work and homework assignments.

WORK PERMITS

Applications are available through the College and Career Center 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 and requires the employer to provide workers' compensation insurance. 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 on September 15 and must be renewed immediately.

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.

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!

For more information contact Christy Ricks at ext. 82240 in the College and Career Center.

YEARBOOK PORTRAITS

Seniors - Senior portraits are taken during the summer. Seniors will receive information and appointments in the mail. If the appointment cannot be kept, it is essential to call the photography company immediately and reschedule. If a senior has not taken his/her senior portrait by the end of September, 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 October, 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 on your Registration Payment Sheet. *Please note: After January 1, 2009, the cost of the yearbook package will increase.*

Insert LAHS Campus Map

Los Alamitos High School

GRADUATION GOALS

EXPECTED SCHOOLWIDE LEARNING RESULTS

Los Alamitos High School prepares students to be

Academic Achievers who:

- Demonstrate the ability to meet or exceed content standards across the curriculum.
- Read, write, speak and listen effectively.
- Are proficient in technological applications for educational and occupational goals.
- Compute, analyze and problem solve effectively.

Complex Thinkers who:

- Demonstrate critical and creative thinking.
- Exhibit a willingness to challenge themselves academically.
- Set goals to maximize their potential.

Self-Directed Learners who:

- Develop a positive attitude towards learning and living.
- Demonstrate practical skills including organization, studying, test-taking and time management.
- Recognize the value of life-long learning and the importance of physical and mental well-being.

Productive Citizens who:

- Become active and informed citizens with a clear understanding of democratic values.
- Apply a global perspective to the process of making responsible choices.
- Develop an appreciation for other cultures.
- Demonstrate responsibility and respect for others and display qualities of character such as honesty, integrity and sportsmanship.

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.

