

LAGUNA BEACH HIGH SCHOOL

2019-2020

SCHOOL POLICIES AND PROCEDURES

&

STUDENT PLANNER



Bell schedules are color-coded on the calendar to indicate the types of week throughout the school year. Detailed schedules are in the expanding list below the calendar.



Non-Student Days
 Counselor Start Day
 Teacher Start/End Days
 Board Approved: September 25, 2018

District Closed Days (No Students)

First/Last Day for Students
 Back to School Night: ELM 9/11
 Back to School Night: TOW 9/12
 Back to School Night: TMS 9/5
 Back to School Night: LBHS 9/19

Open House: ELM 5/27
 Open House: TOW 5/28
 Open House: TMS 5/21

- Yellow: 5-day weeks = 27 weeks (135 days)
- Purple: 4-day weeks = 7 weeks (28 days)
- Green: Final Exams = 6 days
- Orange: Zero Period Finals = 2 days
- Fuchsia: 0-6 Traditional Schedule = 5 days
- Turquoise: Minimum Days = 4 days

LBHS "NEW" BELL SCHEDULE 2019-2020

REVISED

5-DAY SCHOOL WEEK						
A			B	C	D	E
	Mon		Tue	Wed	Thu	Fri
9:00-10:30am	Period 1		7:15-8:22am	Period 0	Period 0	Period 0
10:30-10:35am	Break		8:30-10:00am	Period 4	Period 2	Period 5
10:41-12:11pm	Period 2		10:00-10:05am	Break	Break	Break
12:11-12:46pm	Lunch		10:11-11:41am	Period 5	Period 3	Period 1
12:52-2:22pm	Period 3		11:41-12:16pm	Lunch	Lunch	Lunch
2:22-2:42pm	Tutorial 3		12:22-1:52pm	Period 1	Period 4	Period 2
			1:52-2:12pm	Tutorial 1	Tutorial 4	Tutorial 2
			2:18-3:30pm	Period 6	Period 6	Period 6

4-DAY SCHOOL WEEK						
F		G		H		I
	Day 1		Day 2		Day 3	Day 4
7:15-8:25am	Period 0	7:15-8:25am	Period 0	7:15-8:25am	Period 0	No Zero Period
8:30-9:25am	Period 1	8:30-9:50am	Period 1	8:30-9:50am	Period 5	8:30-9:50am
9:31-10:26am	Period 2	9:50-10:10am	Tutorial 1	9:50-10:10am	Tutorial 5	9:50-10:10am
10:26-10:31	Break	10:10-10:15	Break	10:10-10:15	Break	10:10-10:15
10:37-11:32	Period 3	10:21-11:41	Period 2	10:21-11:41	Period 1	10:21-11:41
11:38-12:33	Period 4	11:41-12:16	Lunch	11:41-12:16	Lunch	11:41-12:16
12:33-1:08pm	Lunch	12:22-1:42pm	Period 3	12:22-1:42pm	Period 2	12:22-1:42pm
1:14-2:09pm	Period 5	1:48-3:08pm	Period 4	1:42-2:02pm	Tutorial 2	1:48-3:08pm
2:15-3:10pm	Period 6	3:08-3:28pm	Tutorial 4	2:08-3:28pm	Period 6	3:08-3:28pm

Sep 3-6, Sep 16-19, Nov 12-15, Jan 7-10, Jan 21-24, Mar 9-12, May 26-29

TRADITIONAL	
7:25-8:24am	Period 0
8:30-9:28am	Period 1
9:34-10:32am	Period 2
10:32-10:37am	Break
10:43-11:41am	Period 3
11:47-12:45pm	Period 4
12:45-1:20pm	Lunch
1:26-2:24pm	Period 5
2:30-3:28pm	Period 6

Oct 14-15, Nov 25-26, Dec 16

MINIMUM DAY	
7:40-8:20am	Period 0
8:30-9:10am	Period 1
9:16-9:56 am	Period 2
10:02-10:42am	Period 3
10:42-10:52am	Break
10:58-11:38 am	Period 4
11:44-12:24pm	Period 5
12:30-1:10pm	Period 6

Sep 20, Oct 16-18

FINAL EXAMS	
8:30-10:45am	Exam A
10:45-10:55am	Break
11:05-1:20 pm	Exam B

Dec 18-20, Jun 9-11

FINAL EXAMS ZERO PERIOD	
7:15-9:30am	Period 0
9:35-10:22am	Period 1
10:28-11:15 am	Period 2
11:15-11:20 am	Break
11:26-12:13 pm	Period 3
12:19-1:06 pm	Period 4
1:06-1:41 pm	Lunch
1:47-2:34 pm	Period 5
2:40-3:27 pm	Period 6

Dec 17 & Jun 8

IMPORTANT TELEPHONE NUMBERS

IMPORTANT TELEPHONE NUMBERS

(949) 497-7750 Telephone

(949) 497-7766 Fax—Administration Office

<i>To Reach Specific Department or Extension ... Dial Tel #, Listen for Recording to Start, Dial Ext.</i>		Contact Person/Office
ATHLETIC OFFICE	Ext. 1220 Ext. 1221	Lance Neal, Athletic Director Tracy Paddock, Athletic Clerk
ATTENDANCE OFFICE	Ext. 1204 Ext. 1209	Debora Arellanes, Attendance Specialist Connie Byrnes, Attendance Specialist
COUNSELORS	EXT. 1211 EXT. 1208 EXT. 1218 EXT. 1296 EXT. 1202	Nichole Rosa, A-Gk Jeanne Brown, GI-O Angela Pilon, P-Z Alex Aronson, Student Support Specialist Missy Palino, Admin. Asst.
COLLEGE & CAREER GUIDANCE AND ROP COURSE GUIDANCE	EXT. 1397	Ann Bergen, College and Career Specialist
HEALTH OFFICE	Ext. 1215	Deborah Maya, Health Clerk
LIBRARY & TEXTBOOKS	Ext. 1399	Jill Norris, Librarian Kristine Landgraf, Library Media Assistant
OFFICE OF ASSISTANT PRINCIPALS	Ext. 1200	Nikol King, Asst. Principal Dale Miller, Asst. Principal Mari Andersen, Admin. Asst.
OFFICE OF PRINCIPAL	Ext. 1206	Jason Allemann, Principal Durinda Klein, Admin. Asst.
RECORDS & REGISTRATION	Ext. 1210	Ellen Oxales, Registrar
SCHOLARSHIPS	Ext. 1212	Angela Shipp, High School Scholarship Clerk
SCHOOL PSYCHOLOGIST	Ext. 1214	Brad Rush, School Psychologist
SICK LINE	Ext. 1203	Automated Attendance Line ALSO EMAIL: DARELLANES@lbusd.org OR CBYRNES@lbusd.org
STUDENT ACTIVITIES & COMMUNITY SERVICE	Ext. 1216 Ext. 1217	Scott Finn and Jennifer Lundblad, Co-Activities Directors Sandy Jones, Activities Clerk
Looking for Help?		
National Teen Emergency Hotline		(800) 448-3000
National Runaway Hotline		(800) RUN-AWAY
Alateen		(800) 356-9996
Nat'l Council on Alcoholism & Drug Dependency Hope Line		(800) 622-2255
Eating Disorders Information Line		(800) 931-2237
National Suicide Prevention Lifeline		(800) 273-TALK
Text-A-Tip		(858) 848-7TIP

2019-2020 STUDENT SCHOOL CALENDAR

LAGUNA BEACH HIGH SCHOOL 2019-2020



August	19	Breaker Day 8:00 am to 3:00 pm (See flyer for each grade start time)
August	20	9 th Grade Orientation 9:00 am to 11:30 am & Parent Seminar 9:00 am – 10:00am
August	26	1st Day of School!!!
September	2	Labor Day Holiday – No School/Office Closed
September	3-4-5-6	<i>"4-Day" Bell Schedule This Week</i>
September	16-17-18-19	<i>"4-Day" Bell Schedule This Week</i>
September	19	Back to School Night
September	20	Minimum Day
October	1	College Mock Admissions Night - Library
October	4	Homecoming Football Game & Half-Time Show 7:00 pm
October	5	Homecoming Dance 7:00 pm to 10:00 pm
October	16	School-Wide Testing – Minimum Day Schedule
October	17	Great Shake Out – Minimum Day Schedule
October	18	Minimum Day Schedule
November	11	Veteran's Day Holiday – NO SCHOOL
November	12-13-14-15	<i>"4-Day" Bell Schedule This Week</i>
November	25-26	0-6 "Traditional Schedule" *See special bell schedule
November	27-28-29	Thanksgiving Holiday – NO SCHOOL
December	17	1 st Semester Final Exam for Zero Period Classes
December	18-19-20	1 st Semester Final Exams *See special bell schedule
December	23-31	Winter Recess – NO SCHOOL
January	1-3	Winter Recess – NO SCHOOL
January	6	Non-Student Day – NO SCHOOL
January	7	School Resumes (Tuesday) – 2 nd Semester Begins
January	7-8-9-10	<i>"4-Day" Bell Schedule This Week</i>
January	20	Martin Luther King's Birthday Holiday – NO SCHOOL
January	21-22-23-24	<i>"4-Day" Bell Schedule This Week</i>
January	31	Winter Formal Pep Assembly
February	1	Winter Formal Dance 8:00 pm to 11:00 pm
February	17-21	Mid-Winter Recess (Ski Week) – NO SCHOOL
February	24	School Resumes
March	9-10-11-12	<i>"4-Day" Bell Schedule This Week</i>
March	13	Non-Student Day – NO SCHOOL
April	6-10	Spring Break – NO SCHOOL
April	13	School Resumes
May	4-15	AP Testing * See Testing Schedule
May	15	Prom Pep Assembly
May	16	Prom Dance 8:00 pm to 11:00 pm
May	25	Memorial Day Holiday – NO SCHOOL
May	26-27-28-29	<i>"4-Day" Bell Schedule This Week</i>
May	29	Honors Convocation (Seniors)
June	4-5	2 nd Semester Final Exams – SENIORS ONLY
June	8	2 nd Semester Final Exam for Zero Period Classes
June	9-10-11	2 nd Semester Final Exams (Grades 9-11) * See special bell schedule
June	11	Last Day of School / Senior Graduation

Seniors will receive a packet in the Spring with senior events/graduation information from the Activities Office. Rev 6/27/19

1st Semester Grading Periods	2nd Semester Grading Periods
Oct. 4 = 6 wks, Nov. 15 = 12 wks, Dec. 20 = 1st sem	Feb 14 = 6 wks, Apr 3 = 12 wks, Jun 11 = 2 nd Sem

LBHS EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)

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

P Problem Solver:

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

R Resilience:

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

I Integrity:

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

D Dependability:

- MEETS DEADLINES
- ATTENDS CLASS AND PREPARES THOROUGHLY

E Engagement:

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

THE MISSION OF LBHS IS TO ENSURE THAT ALL STUDENTS, UPON GRADUATION, ARE COLLEGE AND CAREER READY

LAGUNA BEACH HIGH SCHOOL

2019-2020

SCHOOL POLICIES AND PROCEDURES

*OUR MISSION IS TO MAXIMIZE LEARNING FOR EVERY
STUDENT IN A SUPPORTIVE AND CARING ENVIRONMENT
TO ENSURE THAT, UPON GRADUATION, ALL STUDENTS
ARE READY FOR COLLEGE, CAREER, AND GLOBAL CITIZENSHIP*

SCHOOL PRINCIPAL: JASON ALLEMANN, Ed.D
ASST. PRINCIPAL: NIKOL KING
ASST. PRINCIPAL: DALE MILLER

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

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GENERAL INFORMATION

CAFETERIA

HOURS OF OPERATION

	<u>Monday - Wednesday</u>	<u>Thursday – Friday</u>
Breakfast	8:45 a.m. – 9:00 a.m.	7:00 a.m. – 7:15 a.m.
AM Break	10:30 a.m. – 10:40 a.m.	10:00 a.m. - 10:10 a.m.
Lunch	12:11 a.m. - 12:46 p.m.	11:41 a.m. - 12:16 p.m.

Student Breakfast: \$2.90 Includes Fresh Fruit Bar and choice of Milk.

Student Lunch: \$3.90 Includes Fresh Salad Bar and choice milk.

As a participant in the National School Lunch and School Breakfast Programs, **eligible students may receive meals free or at a reduced price.** Application forms are included in the summer registration packet, or you may fill out an online application using this link <https://www.lunchapplication.com>

You can access lunch applications, menus and other Nutrition Department information on the Nutrition Services website at <https://www.lbusd.org/page.cfm?p=518> scroll down and click on

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



INTERACTIVE NUTRITIONAL MENUS



MOBILE MENU APP
WE'VE GOT YOUR MENUS COVERED



AUTOMATED EMAIL MENUS



ONLINE PAYMENTS FOR
STUDENT MEAL ACCOUNTS

This brings you to a new page for menus, meal applications and online deposit options. The “Meal Application” hard copy or online option windows are on the top left side on the page. Completed applications should be returned to Ms. Debra Appel, located at the District Office. She can also be reached at 949-497-7700, ext. 5216 or via email at dappel@lbusd.org

PRE-PAID LUNCH ACCOUNTS - Student pre-paid lunch accounts are available for your convenience. Please visit the Nutrition Services website at <https://www.lbusd.org/page.cfm?p=518> click on “e-funds for Schools” referenced above for pre-payment Options. Follow the prompts to set up an account for your student. You will need your student’s permanent ID number to create an account; you can find this number in AERIES or call the Nutrition Department at (949) 497-7700 Ext. 5216

HEALTH OFFICE

The Health Office will be open daily during regular school hours. Students must receive a permission slip from a teacher to visit the Health Office during class hours. Students will be evaluated and a parent or guardian will be notified when appropriate. **In case of illness during the school day, a student must see the Health Clerk before leaving campus;** a parent or guardian will be notified and the student will be issued a permit to leave school. **A student who becomes ill at school must check out through the Health Office before he/she leaves. Failure to check out properly will be considered truancy.** Students **SHOULD NOT directly contact** a parent/guardian to pick them up. Students must be fever free for 24 Hours before returning to school. (See Attendance Policy section of Student Planner.)

MEDICATION AT SCHOOL

Board Policy 5141.21, Ed. Code Section 49423

Before any prescription or non-prescription medication can be administered to a student, a *Parent Request for the Administration of Medication, Prescription, and Non-prescription Form (Medication Request Form)* must be signed by both doctor and parent. The *Medication Request Form* is available in the high school Health Office and can also be downloaded from the school district's website at: www.lbusd.org under the "District Health Forms" tab, within the "District" main menu.

Both the signed *Medication Request Form* and the prescription medication must be given to the Health Clerk, who is located in the Health Office of the administration building. Student medication will be labeled, filed and stored in a locked cabinet in the Health Office. Students may carry inhalers and EpiPens, but only with signed permission from a physician and parent on the *Medication Request Form*. Students may not carry over-the-counter medications (OTC), e.g., Aspirin, Tylenol, Midol, cough drops, antacids. However, these OTC medications maybe administered by a parent in the Health Office. Students found in possession of prescription medications or over-the-counter medications may be in violation of the Substance Abuse Policy.

LIBRARY

HOURS OF OPERATION

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

Extended Hours

PTA Volunteers often extend library hours until 5:30 p.m.

CONTACT INFORMATION

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

Krissy Landgraf, Library Media Assistant
klandgraf@lbusd.org (949) 497-7750 Ext. 1396

LIBRARY RULES

- **ALL STUDENTS MUST SIGN IN** during class time (not lunch, break or passing periods). The sign-in sheet is located near the front entrance to the library. When students are coming from a class, they **MUST** present a *signed library pass* from their teacher. (Substitute teachers may not send students to the library.)
- **NO FOOD OR DRINK** (water is OK)
- **NO AUDIO FROM ELECTRONIC DEVICES** (headphones are available for checkout)
- **APPROPRIATE BEHAVIOR IS EXPECTED AT ALL TIMES** Students are expected to conduct themselves in a quiet and responsible manner, being respectful of the library itself and other library patrons.

CHECK-OUT POLICY

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

CHROMEBOOKS

Every student at LBHS is expected to bring their own electronic device (laptop) to each class every day. For students who do not own their own device, chromebooks are available for check-out from the library. Students and parents must have a signed Chromebook Loaner Agreement on file in order to borrow a school chromebook. Students may keep a loaner chromebook for as long as they are enrolled at LBHS. Loaner chromebooks must be returned in good, working condition to avoid fines.

LIBRARY SERVICES

- **PRINTING** There are two computers in the library designated for student printing. In addition, students may share their documents with either of the librarians who will print it and have it ready for pick-up. (There is NO color printer in the library.)
- **COPIES** Students who need copies made (of school-related materials ONLY) may ask either of the librarians to make them.
- **CHARGING OF DEVICES** The “Breaker Fuel” cabinet in the library features individual lockers where students can plug in their phones or computers for charging. Chargers for Macs, HP Chromebooks, and iPhones are supplied.
- **DAY USE ONLY ITEMS** The library has a limited number of chromebooks, chargers, calculators, and headphones that may be checked out as needed for a class period/one day only. These items **MUST** be returned the same day.
- **GLASS ROOMS** The library has 4 small glass rooms that may be reserved for use. Each room is equipped with a large screen TV/Apple TV for presentations. Contact either of the librarians to make a reservation.

ADDITIONAL INFORMATION

Do NOT Leave your valuables unattended

LOST AND FOUND

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

MESSAGES – EMERGENCY MESSAGES TO STUDENTS

Emergency messages should be sent to students through the Attendance Office. Birthday greetings, lunches, homework, flowers, balloons, gifts, and other items **will not** be delivered to classrooms. If such items are delivered to school, they will be held outside the Attendance Office in a marked area for students to pick up during break, lunch, or after school.

PERSONAL DELIVERIES TO STUDENTS

LBHS is a closed campus, deliveries will not be accepted. In an effort to support student learning, promote responsibility and maintain valuable instructional time, students will not be excused from class to accept deliveries. (This includes food delivery services.) Students who utilize classroom time to seek or obtain delivery services may be subject to discipline.

PROHIBITED ITEMS

For reasons of safety, security, and classroom disruption, the following are not to be brought on campus: **wallet chains, laser pointers, skates, and scooters**. Because they are considered a mode of transportation, **bicycles and skateboards may be ridden to and from school, *but may not be ridden on campus at any time***. Weapons, weapon facsimiles, knives fireworks, drugs, alcohol, cigarettes, chewing tobacco, marijuana, e-cigarettes, vape devices or paraphernalia, are among items that are not to be brought to school and are a violation of applicable laws. *Not following guidelines may result in discipline and/or demerits being issued to student.

VISITORS

ALL visitors, including parent volunteers, are required to sign-in at the Administration Office, present identification with photo, and wear a Visitor Pass badge while on campus. All visitors to LBHS are subject to approval/denial by an administrator. Students from other schools, and students' friends or relatives, who are not enrolled in Laguna Beach High School, and visiting LBHS Alumni **are not permitted to visit during school hours**. LBHS is a closed campus.

ACADEMIC GUIDELINES

GRADUATION REQUIREMENTS

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

English		40 credits
Social Science		35 credits
Global Studies and Skills – 9 th grade	5 credits	
World History or AP Euro History – 10 th grade	10 credits	
US History or AP US History – 11 th grade	10 credits	
Econ/American Govt. or AP Econ/Am Govt. – 12 th grade	10 credits	
Sciences		20 credits
Physical Science: (e.g., Environmental Science or Chemistry)	10 credits	
Life Science Subject: (e.g., Life Science or Biology)	10 credits	
Mathematics		30 credits
Must complete Algebra I ¹		
Physical Education²		20 credits
Fine Arts		10 credits
Foreign Language³		10 credits
Health		5 credits
Electives		60 credits
	TOTAL	230 CREDITS

ADDITIONAL GRADUATION REQUIREMENTS

Community Service

All students are required to complete **40 hours** (recommend 10 per year while attending LBHS) of community service as a graduation requirement. This requirement **MUST BE COMPLETED NO LATER THAN THE END OF A SENIOR'S FIRST SEMESTER**. The total required community service hours will be adjusted for students not attending LBHS all four years.

COMMUNITY SERVICE

In order to promote civic awareness and volunteerism, Laguna Beach High School requires all students to perform forty (40) hours of community service as part of their graduation requirement. Students must complete five (5) hours for each semester enrolled at Laguna Beach High School for a total of forty (40) hours. (The total hours will be adjusted for students who do not attend LBHS all four years.) Community service hours must be completed through a non-profit agency which may include community/school

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

² LBUSD School Board Policy 6146.1 requires all students complete 20 credits of PE for graduation. Freshmen are required to be enrolled in a physical education course (sport, dance, cheer, band, etc.) for both the fall and spring semesters (CA Ed Code 51222). If a student does not enroll in a PE class (which includes dance, cheer or marching band) or a sport each semester during 9th and 10th grade, they will be considered deficient in their PE credit requirement.

Independent Study – Physical Education (ISPE) Revised 2017. The Laguna Beach Unified School District allows students to be exempted from the State/District required regular physical education class IF they are participating in an approved ISPE program. Please refer to the ISPE description under “Interscholastic Athletics.”

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

opportunities, city, youth and environmental projects, and student tutoring. For specific guidelines and further clarification, please contact the LBHS Community Service Coordinator.

Definition of Community Service: the giving of one's time, efforts, and skills **outside of school class time** for the purpose of benefitting the community (local or global), without monetary compensation.

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

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

All community services hours submitted are subject to approval by the LBHS Community Service Coordinator/Administration. It is recommended that SENIORS complete their community service requirement no later than December 20, 2019. If not by the recommended date, all seniors MUST have their community service hours completed by June 5, 2020.

EDUCATION FOR ADULT STUDENTS/ALTERNATIVE EDUCATION

Students completing graduation requirements for the Adult Education diploma or the equivalent by passing the General Educational Development (GED) test, the California High School Proficiency Exam (CHSPE) or a California High School Equivalency Test (HiSET) are no longer enrolled in LBHS and do not participate in the high school graduation ceremony or senior class activities. Please contact your counselor if you have questions.

COURSE CREDIT GUIDELINES and GRADING POLICIES

COURSE LOAD REQUIREMENTS

In accordance with Education Code 46145, students must be enrolled in a minimum of five classes at the local campus. Students in grades 9, 10, and 11 are expected to maintain six (6) full year courses to remain on track for graduation. Students in grade 12 are expected to maintain five (5) full year courses. After school classes are held to the same standard as regular school day classes for attendance and grading standards in order to receive credit. Students who have five courses listed on his/her schedule and intend to participate in a sport or after school course which results in an open period in their schedule, are not given a choice of when the open period occurs. LBHS will not accommodate requests for specific open periods, placement of courses for specific periods, or teacher requests.

College admission is highly determined by academic rigor and strength of schedules. Students who drop a course are subject to the timeframes and deadlines explained in the "Changing or Dropping a Class" section of this student planner.

For a List of Courses, go to the school district website at: www.lbusd.org. Go to Laguna Beach High School, go to Counseling, go to Academic Planning – and the Course Catalog 2019-2020 will be visible at the top of the screen.

GRADES/PROGRESS REPORT CARDS

The school year is divided into two semesters. Each semester is eighteen (18) weeks, divided by three six-week grading periods. Each semester ends with a final examination week. The Fall 18-week grades and the Spring 18-week grades are the semester grades. Semester grades are recorded on the student's transcript. All students receive a grade report at the conclusion of each semester in the mail. At the six (6) and twelve (12) week progress report periods, students earning a D or F grades will be notified. Parents and students may view all grades in their Aeries SIS Portal account located at LBUSD website www.lbusd.org under the "Resources" menu.

GRADES/PROGRESS REPORT SCHEDULE

2019/2020 Grade Production

1 st Semester	Grading Period	Grading Period Starts	Grading Period Ends	Teacher Grading Window		Progress Report Available in Aeries
				.net Opens @ 12:01 a.m.	.net Closes @ 11:59 p.m.	
Fall 8/26/2019 12/20/2019	6 week	08/26/2019	10/4/2019	10/2/19	10/8/19	10/11/19
	12 week		11/15/2019	11/13/2019	11/19/19	11/22/19
	18 week		12/20/2019	12/18/19	1/7/20	1/10/20
	12 School Days - Course Drop Date with "W": 9/11 at 3:00 p.m.					
1 st Semester Finals: 12/17 (Zero pd. only); 12/18/19;12/19/19;12/20/19 (Completion deadline for pre-approved late exams:1/20/20 - Excludes Winter Break)						
2 nd Semester	Grading Period	Grading Period Starts	Grading Period Ends	Teacher Grading Window		Progress Report Available in Aeries
				.net Opens @ 12:01 a.m.	.net Closes @ 11:59 p.m.	
Spring 1/7/2020 6/11/2020	6 week	1/7/2020	2/14/2020	2/12/20	2/25/20	2/28/20
	12 week		4/3/2020	4/1/20	4/14/20	4/17/20
	18 week		6/11/2020	6/1/20	6/15/20	*6/19/20
	12 School Days Course - Drop Date with "W": 1/23/20 at 3:00 p.m.					
2 nd Semester <u>Senior</u> Finals:6/4/20;6/5/20; 6/8/20 (Zero pd. only) (Completion for pre-approved exams: ASAP should be no later than senior sign off.)						
2 nd Semester <u>Freshman - Junior</u> Finals: 6/9; 6/10; 6/11 (Completion deadline for pre-approved late exams: 6/25/20)						

Final Transcripts are not prepared or released until **all grade levels** have completed the final exams and the grades have been submitted by the Teachers. *Approximate release date is 6/19/2020, subject to change.

CHANGING or DROPPING A CLASS

Students may drop a course without penalty during the first twelve (12) school days of each semester. The 10-day drop deadline dates for the 2019-2020 academic-year are listed below. The current grade will transfer **AS IS** to the new class.

1st SEMESTER DROP DEADLINE: September 11, 2019

2nd SEMESTER DROP DEADLINE: January 23, 2020

To initiate a request to change or drop a class, the student **MUST** complete a “Request for Schedule Change” Form and **MUST** meet with a counselor regarding any schedule change. Students must maintain the minimum class load required.

WITHDRAW/FAIL GRADE

Students transferring or dropping a class **AFTER the DROP DEADLINE DATE** will receive a **“WF” (Withdraw Fail) grade**. Students who receive a grade of **“WF”** for the 2019/2020 school-year during any progress report will be issued a **“WF”** for that same course on their transcript. **This may include sports and extra-curricular classes. A grade of “WF” is computed as a failed grade and will impact the student’s transcript grade point average (GPA).** Therefore, this decision must be made thoughtfully. Counselor and administrative team consultation is required.

A “WF” (Withdraw Fail) grade will be assigned if a course is dropped AFTER:	
1st SEMESTER:	September 11, 2019
2nd SEMESTER:	January 23, 2020

GRADE EXCEPTIONS

- **Incomplete (I)** – Grade may be assigned to students who have excessive excused absences for illness or injury and provide medical documentation to the teacher/coach/counselor. Moreover, students will have had to participate in a Student Study Team meeting where the team has decided that it is in the students’ best interest to take an incomplete. An incomplete semester grade must be made up within six weeks of the end of the final marking period (18-week mark). If students do not complete the work by the designated time, the grade will convert to an **“F”**.
- **No Mark (NM)** – Grade may be assigned to a student who has only been enrolled in the school/course for a minimum period of time and the teacher is unable to determine a grade.
- **Withdraw Fail (WF)** – Grade may be assigned to a student if he/she drops a course **AFTER** the 12th day drop period noted above. **The WF will be factored into the student’s GPA as an “F” grade. This may include sports, extracurricular and co-curricular courses (see below).**

QUITTING OR REMOVAL FROM A SPORT OR EXTRACURRICULAR CLASS

Before quitting or being removed from a sport or extracurricular class, ***THE STUDENT MUST MEET WITH THE COACH/TEACHER AND THE ATHLETIC DIRECTOR/ADMINISTRATOR ALONG WITH THE STUDENT'S PARENT/GUARDIAN*** to discuss the situation and the resulting grade or alternative solution. It is the student's responsibility to maintain the proper number of courses required each semester. Students should consult with their counselor if a course is dropped. Should no meeting take place, the default grade will be a W/F.

GRADING POLICY REGARDING INJURIES

If an injury requires a student-athlete to miss a significant number of workouts and/or interscholastic contests, the student-athlete will be referred to the Athletic Director for possible enrollment in a physical education class in order to satisfy the graduation requirement for physical education. (See the Athletics Policies and Procedures section of student planner.)

HOMEWORK

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

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

Students/parents may request homework directly from teachers through their voicemail or e-mail. In addition, students can refer to the teachers' Power School (formerly Haiku) page.

In accordance with California Education Code §48645.5 and District guidelines, LBHS may issue partial credit on the student's transcript to a student who withdraws from school before the end of a semester grading period when coursework is not offered at the next school site, based on the following guidelines:

<u>School Days Enrolled</u>	<u>Partial Credit</u>
3-9 days	0.5
10-18 days	1
19-27	1.5
28-36	2
37-45	2.5
46-54	3
55-63	3.5
64-72	4
73-79	4.5
80-90	5

REPEATING COURSES (grade replacement)

Students may choose to repeat a course in which they have previously earned a "D" or "F" grade and have the new grade and credit added to their transcript. Students may repeat courses through one of the following options:

- Retake the course during summer school or the following school year at LBHS (provided there is room and the class fits in the student's schedule.)

- Retake the course online through LBHS credit recovery during the school year
- Retake the course at your own expense at an accredited institution other than LBHS. This must include an off-site request form and have prior counselor approval on the *Off-Site Course Enrollment Contract*

Students are responsible for providing official transcripts from the off-site institution to the LBHS registrar for inclusion on the LBHS transcript.

If a student repeats a course in which they earned grade with a D or F, the original course remains on the transcript, but the grade and credit will no longer be calculated. The grade and credits for the new course will be added to the transcript and included in the GPA/credit calculations.

ACCELERATION AND ENRICHMENT

In accordance with Board Policy 6146.11, students need prior approval from their counselor in order to take a course for acceleration or enrichment outside of LBHS. See counselor for appropriate form with terms of contract.

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

TRANSFER GRADES

Students who transfer into LBHS and have participated in classes titled “honors” that are **not offered** within the LBHS curriculum will receive an honors notation on their transcript from LBHS. However, an extra point will not be calculated in the GPA. Students who transfer into LBHS and have participated in AP and/or IB courses will be awarded for the extra weighted credit, subject to verification that the curriculum is not “Pre AP/IB” and follows the College Board course audit standards.

GRADE POINT AVERAGES (GPA) - PROGRESS REPORTS AND TRANSCRIPTS

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

Below is an example of the LBHS Transcript and a description of each type of GPA. For specific questions, please contact the Registrar.

LBHS Transcript Sample Form

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

Academic GPA (9-12) Weighted: Excludes sports/PE courses; includes an additional grade point for weighted* courses that a student has taken and passed with a C or better in the weighted course.

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

Academic GPA (9-12) Non-Weighted: Excludes sports/PE courses and does not include additional grade point for weighted* courses that a student has taken.

Academic GPA (10-12) Weighted: Excludes sports/PE courses and all courses taken when the student was in grade 9; includes an additional grade point for weighted* courses that a student has taken and passed with a C or better in a weighted* course.

- *Considered the “UC GPA”*

Academic GPA (10-12) Non-Weighted: Excludes sports/PE courses and all courses taken when the student was in grade 9; does not include the additional grade point for weighted* courses that a student has taken.

- *Used for Cal Grant GPA*

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

- *Used for Principal’s honor roll each semester*
- *Used for Athletic Recognition Awards*

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

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

Progress grades will affect the cumulative or total GPA and are used, among other factors, **to determine sports and/or performance eligibility.** GPAs may be used to verify good student discounts for insurance.

GRADE POINT AVERAGE DISTINCTIONS

HONOR ROLL POLICY

Student Honor Roll is recognized with the issuance of a certificate from the principal and/or the district superintendent along with a “Gold Card” and gift certificates to local vendors. These awards are generously provided by the LBHS Academic Booster Club/PTA.

Criteria: Students must achieve a “Total Academic Weighted GPA” of 3.5 or above for their semester grades.

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

GRADUATION HONORS

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

The following honors will be given to graduating seniors:

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

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

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

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

TRANSCRIPT REQUESTS

Transcripts may be requested electronically through www.parchment.com. Follow the instructions to order your transcripts through Parchment. Transcripts requested online are sent securely to the colleges, NCAA, scholarship funds, and many other organizations.

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

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

For further information, contact Ms. Ellen Oxales, LBHS Registrar, at 949-497-7750 ext. 1210 or via email at eoxales@lbusd.org.

TESTS AND TESTING POLICIES

HIGH SCHOOL STANDARDIZED ACHIEVEMENT TESTING

- **PSAT 8/9 (Oct. 16, 2019) – Gr. 9**
A practice standardized test to assess reading, writing, language and math.
- **PreACT (Oct. 16, 2019) – Gr. 10**
A practice standardized test that helps predict student performance on the ACT, and can be used as an indicator of college and career readiness.
- **PSAT/NMSQT (Oct. 16, 2019) – Gr. 11**
A standardized test to practice for the SAT, using the same skills and knowledge for Grade 11 students. The PSAT also screens students for the National Merit Scholarship Program (NMSQT), an academic competition for recognition and scholarships.
- **California State Fitness Testing - (April 2020) – Gr. 9**
A state mandated Physical Fitness test for all 9th grade students.
- **California Science Test (CAST) – (May 2020) – Gr. 11**
A state mandated California Science Test given to all 11th grade students.
- **California Assessment for Student Performance and Progress (CAASPP) - (May/June 2020) – Gr. 11**
State mandated tests given to all 11th grade students in the subjects of English Language Arts and Mathematics.
- **Advanced Placement Test (AP) – (May 2020) – Gr. 9 – 12**
Advanced Placement tests are available in all AP subject areas. Passing scores may result in college credit. All students enrolled in an AP class are expected to take the AP exams in May. Please consult www.collegeboard.org for additional information.
- **Senior Seminar during October School-wide Testing – (Oct. 16, 2019) – Gr 12**
Seniors are required to attend Senior Seminar during in the Fall during school-wide testing

TESTING POLICY RE: FINAL EXAMS

The annual school calendars, as well as the final exam schedule, are determined by the Laguna Beach Unified School District Board of Education.

ILLNESS DURING FINALS

If a student is ill on the day of a final exam, the student should immediately **make arrangements with the teacher to make up the exam**. If the final exam is not made up prior to the submittal of grades by the teacher, the student will initially be given a final exam score of zero. After the exam is made up, the teacher will submit a Grade Change Form to the Registrar to update the transcript grade.

PRE-APPROVED LATE FINAL EXAMS

In the rare circumstance when final exams must be missed due to a pre-scheduled/pre-planned conflict, students may petition to the Principal to take late final exams by submitting a Late Final Exam Petition Form. **The form must be submitted TWO WEEKS prior to the regularly scheduled exam.** *If the student is a senior, the form must be submitted TWO WEEKS prior to the start of senior finals.* The Petition Form is available from the Principal's Office and is required for all pre-approved late final exams. *Only petitions submitted TWO WEEKS in advance to the Principal will be considered.* **Students must**

complete late final exams within ten (10) business days after the last date of the semester. Teachers are expected to submit an initial grade without the calculation of the final and/or at their discretion enter in a zero. When the final is made up, the teacher will submit a Grade Change Form to the Registrar to update the transcript grade. FAILURE TO COMPLETE the final exam(s) within the 10-DAY timeline will result in a grade calculated final exam score of zero. **No early exams will be granted under any circumstance.**

First (1st) Semester Late Final Exams

If the petition is approved, students should immediately make arrangements with their teachers to schedule when to take the late first semester final. All late final exams **must be completed within ten (10) business days** of the last day of the first semester.

- For the 2019-2020 school year, the last day of the 1st semester is December 20, 2019.
- Ten (10) business days after Tuesday, December 20, 2019 is Tuesday, January 7, 2020. (Due to the Christmas and New Year's holiday.)

Second (2nd) Semester Late Final Exams

Students should arrange to take their second semester late final exams with the Principal's Office due to the summer break.

Second semester late final exams MUST BE PRE-APPROVED BY THE PRINCIPAL and are administered by appointment only in the Administration Office between 8:00 am-1:00 pm.

- Grades and transcripts will be updated the following semester. Teachers are expected to submit an initial grade without the calculation of the final and/or at their discretion, enter in a zero. When the final is made up, the teacher will submit a Grade Change Form to the Registrar to update the transcript grade.

VERY IMPORTANT FOR SENIORS RE: FINAL EXAMS:

Transcripts for pre-approved late exams will have the initial grade posted until the final exams are completed, graded, and posted. Exams scores are recorded when the teachers return and the transcript will be updated when the Grade Change Form is submitted. **Late second semester final exams may have a significant impact on graduating seniors and college admission status. It is the responsibility of the student to communicate special circumstances directly with their prospective colleges and universities.**

COURSE REQUIREMENTS FOR ADMISSION TO UC AND THE CSU

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

UNIVERSITY OF CALIFORNIA ADMISSIONS:

If you're interested in entering the University of California, in addition to the minimum of 15 college-preparatory courses (a-g courses), at least 11 courses have to be completed prior to the beginning of your last year of high school. In addition, the student must:

1. Earn a grade point average (GPA) of 3.0 or better (3.4 if you are a nonresident) in these courses with no grade lower than a C.
2. Meet the examination requirement by taking the ACT Plus Writing, the SAT (taken prior to March 2016) or SAT with Essay (taken March 2016 or later) by December of your senior year. SAT Subject Tests, are not required, but certain programs on some campuses recommend them, and subject tests can be used to satisfy the "a-g" requirements listed below.

A THROUGH G COURSE LIST:

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

Additional information about the UC admission requirements are at the following website:

<http://admission.universityofcalifornia.edu/freshman/requirements/index.html>

CALIFORNIA STATE UNIVERSITY ADMISSIONS:

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

1. Specific high school courses (referred to as the "a-g" courses) A grade of C or better is required for each course you use to meet any subject requirement.
2. Grades in "a-g" courses and test scores. The grades you earn in high school are the most important factor in CSU admission decisions. Your high school grade point average is calculated using your grades in all your college prep "a-g" classes completed after the 9th grade.

Test scores are required unless you have a grade point average (GPA) above 3.00 and are a resident of California. The CSU uses a calculation called an [Eligibility Index](#) that combines your high school grade point average with the score you earn on either the SAT or ACT tests.

Even if you have a GPA above 3.00, it is useful to take either an SAT or ACT as the score may indicate if you do not need to take English and math placement tests after you are admitted and before you enroll at the CSU.

While SAT/ACT test scores are not required to establish the admission eligibility of California residents with a high school GPA of 3.00 or above (for nonresidents GPA must be 3.61 or above), [impacted campuses](#) and impacted first-time freshmen enrollment categories often include test scores among the supplemental criteria required of all applicants to those campuses and enrollment categories.

3. **Graduation from high school:** For admission to the CSU, graduation from high school and receipt of a high school diploma are admission requirements.

Additional information on the admission requirements for California State Universities is at the following website:

https://www2.calstate.edu/apply/freshman/getting_into_the_csu/Pages/admission-requirements.aspx

CAREER TECHNICAL EDUCATION

Career Technical Education as defined by the California Department of Education is a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Additional information about Career Technical Education can be found at the following website:

www.cde.ca.gov/ci/ct/

Students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses through the LBHS College and Career Center located in the high school library.

The high school website link to the **Counseling Department at Laguna Beach High School** can be found at the following address:

<http://www.lbusd.org/page.cfm?p=569>

The high school website link to the **College and Career Center at Laguna Beach High School** can be found at the following address:

<https://lbusd.learning.powerschool.com/abergen/collegeandcareercenter/>

ATTENDANCE POLICY

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

State law requires that a child between the ages of 6 and 18 attend school. Pursuant to Education Code 48260, any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse (per Education Code 48205) three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the District's attendance supervisor.

ABSENCE POLICIES

Note: All early releases must be phoned in or emailed by 10:30 a.m.

EXCUSED ABSENCES

Our attendance policy, in accordance with Board Policy 5113.1, C.E.C. 48200, 48454, 49067, and Penal Code 272 and 270.1 (a), it stipulates that absences can ONLY be excused for the reasons listed below. Any other absences are UNVERIFIED.

The California **Education Code Section 48205** states that a pupil shall be excused from school when the absence is:

1. Due to the pupil's illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered. **Documentation must be provided upon return to school.**
4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent. **Documentation must be provided upon return to school.**
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a prescient board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

CLEARING ABSENCES

It is the parent's/student's responsibility to clear an absence within **three (3) school days** or the absence will be considered a **truancy**. **Please dial the LBHS Attendance line at (949) 497-7750, ext. 1203 and follow the prompts.** Prompt 1 will direct you to the absence line. Please leave your student's information on the voice recording. Messages are picked up in the morning and in the afternoon. Once you leave the requested information on the automated system, there is **NO** need to call back and speak with the Attendance Specialist. If the Attendance Specialist has a question, or does not receive the complete and necessary information to update attendance, she will contact you.

Please report absences immediately, as you would an absence to the workplace. Call our attendance line **(949) 497-7750, ext. 1203 by 10:30 am** the morning of the absence.

- EACH day of absence must be called in to the Attendance Office.
- All absences must be verified within three (3) school days by phone call, note signed by a parent/guardian, or e-mail to the Attendance Specialist, Debbie Arellanes at darellanes@lbusd.org. After 3 days, an unverified absence will be recorded as **truancy**.
- Family emergencies may require validation by school administration. An emergency is typically something that is unforeseeable and unavoidable.
- Excessive excused absences including illness will result in a request for documentation.
- Students should be familiar with each teacher's policy regarding make-up work.
- It is the responsibility of the student to contact their teachers for missing assignments.

Written notification from a doctor must be provided for absences of four (4) or more consecutive days, which should verify the reason for the illness and/or medical condition.

REMINDER ... ABSENCES MUST BE CLEARED WITH THE ATTENDANCE SPECIALIST WITHIN THREE (3) SCHOOL DAYS. FAILURE TO VERIFY AN ABSENCE WITHIN 3 DAYS WILL RESULT IN A TRUANCY!

UNVERIFIED ABSENCES

Any absences, for any reason other than those listed above, are considered unverified. An absence that is not properly reported within three (3) school days will be considered a truancy. An absence that is reported, but does not meet the state guidelines for excused absences will be considered an **unverified absence**. A student's grade can be negatively affected by unverified absences. A student may not be allowed to turn in work or take a test that was given the day of an unverified absence. Eligibility to participate in school events and sports may be affected. Examples of absences listed below are considered to be verified, but unverified absences under Education Code:

- Vacation, family trip, or reunion
- Oversleeping
- Car trouble, out of gas, missed bus, traffic conditions or traffic citation
- Driver's test
- Child care obligations
- Out-of-town visitors
- Wedding
- Personal/business reason (including student employment responsibilities)
- Family emergency (undisclosed)

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

AN UNVERIFIED ABSENCES IS THE SAME AS A TRUANCY

TRUANCY

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

Absences or excessive tardies for any reason affect your student’s education and reduces opportunities for success in school. However, if the school attendance record is inaccurate or if your student is absent due to a chronic illness or other unavoidable circumstances, please contact the school Attendance Specialist.

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

CONSEQUENCES FOR UNVERIFIED ABSENCES/TRUANCY

THE FOLLOWING CONSEQUENCES WILL OCCUR WHEN A STUDENT IS TRUANT:

# OF UNVERIFIED ABSENCES/ TRUANCIES	ACTION TAKEN
An automated phone call will be generated for ALL PERIOD or FULL DAY TRUANCY at the end of the school day. Student/Parent has 72 hours to clear absences.	
After 1 st unverified absence (per class)	Classroom teacher consults with student to impress upon them, the importance of regular attendance.
After 2 nd unverified absence (per class)	Attendance Specialist meets with student; notification of contact to counselor and administrator as well as entry into Aeries.
After 3 rd unverified absence (per class)	<ol style="list-style-type: none"> 1. Truancy Letter #1 is generated and sent to parent(s)/guardian(s) and student and a copy is given to counselor and assistant principal. 2. Counselor and administrator will meet with student 3. A Saturday School (or a 3 hr. detention) is assigned. 4. Privileges (athletics/co-curricular/extra-curricular) are lost when student reaches a total of five (5) or more demerits. Student may still practice/rehearse but not participate in an actual contest/event until demerits are (4) or below.
At the 6 th unverified absence (cumulative for all classes)	<ol style="list-style-type: none"> 1. Truancy Letter #2 is generated and sent to parent(s)/guardian(s) and student. 2. Attendance Specialist schedules a formal meeting with parent(s)/guardian(s)/student, and administrator to create an Attendance Contract. 3. A Saturday School (or a 3 hr. detention) is assigned by Administrator 4. Privileges (athletics/co-curricular/extra-curricular) are lost when student reaches a total of five (5) or more demerits. Student may still

	practice/rehearse but not participate in an actual contest/event until demerits are (4) or below.
At the 9 th unverified absence (cumulative for all classes)	<ol style="list-style-type: none"> 1. Tuancy Letter #3 is generated and sent to parent(s)/guardian(s) and student, and a copy is given to counselor and assistant principal. 2. A referral will be made to the <u>District Attendance Review Team (DART)* by assistant principal</u> and a copy of the referral is given to counselor and Attendance Specialist. 3. Privileges (athletics/co-curricular/extra-curricular) are lost when student reaches a total of five (5) or more demerits. Student may still practice/rehearse but not participate in an actual contest/event until demerits are (4) or below. 4. Administrator will contact District Office who will arrange the date and time of DART meeting with parent(s)/guardian(s) and student. 5. Notification given to teachers of action being taken.
If attendance does not improve	Follow up may include re-referral to DART* or referred to the Orange County Department of Education <u>Student Attendance Review Board (SARB)**</u>

***DISTRICT ATTENDANCE REVIEW TEAM (DART):**

The district shall implement a District Attendance Review Team (DART), which may include, but is not limited to, a parent/guardian as well as representatives of the district; county probation department; county welfare department; county office of education; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney’s office, and the county public defender’s office (Education Code 48321).

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

****STUDENT ATTENDANCE REVIEW BOARD (SARB):**

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

TARDY POLICIES

If a student arrives less than 15 minutes late to class, teacher should keep student in class and mark student tardy with the code of “T”. If student arrives 15 minutes or more late to class, student should be sent to Attendance Office where student will be issued a tardy slip, and then will return to class.

1. “T” is for student who is tardy less than 15 minutes. Teacher keeps student in class and tardy is recorded.
2. Any student who arrives to class 15 minutes or later should be sent to Attendance Specialist for a tardy slip before returning to class.
3. “M” is for student who is tardy 30 minutes, or less, to class.
4. “L” (TRUANT) will be issued to a student who is tardy 31+ minutes late to class, indicating no parent/guardian verification received by Attendance Specialist.

CONSEQUENCES FOR BEING TARDY

# OF TARDIES	ACTION TAKEN
At the 1 st tardy (for each class)	<ol style="list-style-type: none"> 1. Classroom teacher consults with student to impress upon them the importance of being on time. 2. Teacher marks "T" in Aeries when student is late less than 15 minutes and keeps student in class. 3. If student is more than 15 minutes late to class, teacher will send student to the Attendance Specialist for a tardy slip, before student returns to class.
At the 2 nd tardy (for each class)	<ol style="list-style-type: none"> 1. Classroom teacher issues a detention for tardy to class and notifies Attendance Specialist of action via email. 2. Teacher marks "T" in Aeries when student is late less than 15 minutes and keeps student in class. 3. If student is more than 15 minutes late to class, teacher will send student to the Attendance Specialist for a tardy slip, before student returns to class.
At the 3 rd tardy (for each class)	<ol style="list-style-type: none"> 1. Teacher marks "T" in Aeries when student is late less than 15 minutes and keeps student in class. 2. If student is more than 15 minutes late to class, teacher will send student to the Attendance Specialist for a tardy slip, before student returns to class. 3. Classroom teacher emails and/or calls parent and notifies of student's excessive tardies, and notifies Attendance Specialist of contact with parent(s)/guardian(s). 4. Attendance Specialist will meet with student and assign a detention before entering meeting notes into Aeries.
At the 5 th tardy (cumulative all classes)	<ol style="list-style-type: none"> 1. Tardy Letter #1 is generated and mailed to parent(s)/guardian(s) with copy given to student and counselor by Attendance Specialist. 2. Student will be required to participate in an attendance meeting coordinated and attended by Attendance Specialist and counselor. 3. A Saturday School (or a 3 hr. detention) is assigned. 4. Privileges (athletics/co-curricular/extra-curricular) are lost when student reaches a total of five (5) or more demerits. Student may still practice/rehearse, but not participate in an actual contest/event until demerits are (4) or below.
At the 8 th tardy (cumulative for all classes)	<ol style="list-style-type: none"> 1. Tardy Letter #2 Attendance Specialist schedules a formal meeting with parent(s)/guardian(s), student and site administrator to create an Attendance Contract. 2. A Saturday School (or a 3 hr. detention) is assigned by an administrator. 3. Privileges (athletics/co-curricular/extra-curricular) are lost when student reaches a total of five (5) or more demerits. Student may still practice/rehearse but not participate in an actual contest/event until demerits are (4) or below.
At the 11 th tardy (cumulative for all classes)	<ol style="list-style-type: none"> 1. Tardy Letter #3 is generated and sent to parent(s)/guardian(s) and student, and a copy is given to counselor and assistant principal by the Attendance Specialist. 2. A referral will be made to the <u>District Attendance Review Team (DART) by an assistant principal.</u> 3. Privileges (athletics/co-curricular/extra-curricular) are lost when student reaches a total of five (5) or more demerits. Student may still practice/rehearse but not participate in an actual contest/event until demerits are (4) or below.

Our goal is to assist you in educating your student. We can be successful if your student is in school every day and on time.

SPECIAL CIRCUMSTANCES

STUDENTS NEEDING TO LEAVE SCHOOL EARLY

When it becomes necessary for a student to leave campus for an appointment you may choose **one** of the following options to properly notify the Attendance Office.

- **EMAIL (preferred form of correspondence):** Please email either of our Attendance Specialists darellanes@lbusd.org or CBYRNES@lbusd.org with the following information:
 - a. Student's Name
 - b. Grade
 - c. Time students needs to leave campus
 - d. Reason for leaving
 - e. Time returning to school
- **PHONE:** Dial the main school line at 949-497-7750 before 9:00 A.M. and select **PROMPT 2** (Based on the number of students and volume of calls, ***emailed information is preferred.***)
- **WRITTEN NOTE:** Have your student bring a note, with the information listed above, from a parent/guardian to the Attendance Office in the morning.

PROCEDURE: Once the above has been received by the Attendance Office, a **Call Slip** is created for your student's teacher will then release the student at the appropriate time. Your student will then come to the Attendance Office to sign out and receive an **Off-Campus Pass**. **Students who fail to obtain an Off-Camps Pass prior to leaving campus will result in a TRUANCY.** *The Attendance Office will not telephone into a classroom directly, to release student, as we are respectful of instructional time.* Finally, when a student is returning back to campus, they are required to come to the Attendance Office, with a doctor's note, for re-admittance and then be issued a pass back to class.

Students MUST CHECK OUT WITH THE ATTENDANCE SPECIALIST BEFORE LEAVING CAMPUS. Failure to obtain an Off Campus Pass PRIOR to leaving campus will result in **truancy**.

Students **RETURNING TO SCHOOL** from an appointment **MUST check back in with the Attendance Specialist upon return, even during lunch or a free period, along with a doctor's note.**

ILLNESS DURING SCHOOL

A student who becomes ill at school MUST CHECK OUT THROUGH THE HEALTH OFFICE before student leaves. Failure to check out properly will be considered truancy.

If a student becomes ill while at school, the student should request a hall pass to the Health Office from the teacher or substitute, and go directly to the Health Office. **Students SHOULD NOT directly contact a parent/guardian to pick them up.**

The Health Clerk will contact a parent/guardian to either pick-up the student or release the student to return home, and will notify the Attendance Office when a student is released due to illness. If your student misses one or more periods of school, you will receive an automated call from the Attendance Office at the end of the school day.

CONSEQUENCES FOR VIOLATING THE SPECIAL CIRCUMSTANCES POLICIES

First (1st) Offense

Student will be issued a detention

Second (2nd) Offense

Student will be issued a Saturday School
Parent notified

Third (3rd) Offense

Student will be issued a Saturday School
Parent and Student meeting to be held with an Administrator
Student will be placed on a behavior contract.

Additional Offenses:

Student may lose privileges during 11th or 12th grade year.

Student may be suspended for defiance as per CA Ed Code §1. Sec. 48900 (k) & CA Ed Code §2. Sec.48910 (d).

EXTENDED ABSENCE REQUEST

Absences of **1 to 5 consecutive days** will require a 7 day in-advance notice and Administrative pre-approval. Students/parents must obtain a **Request for Work During an Extended Absence** form from the LBHS website and/or Attendance Office.

Absences of **6 consecutive days to 6 weeks** will require a 7 day in-advance notice and Administrative pre-approval. Students/parents must obtain a **Short Term Independent Study** form from the LBHS website and/or Attendance Office.

These forms **must** be obtained from the LBHS website and/or Attendance Office **prior** to planning with teachers. Absence reasons will determine whether it will be counted as an Excused or Unverified Absence. College campus visits must be pre-approved and include college documentation, with regard to the visit, or it may be considered Unverified.

Full day attendance is required to participate in all school-sponsored athletic, extra-curricular or co-curricular activity. A student involved in any school-sponsored activity, e.g., athletics, drama, dance, marching band, cheerleading, MUN, **MUST attend all scheduled classes for the ENTIRE school day** in order to practice/play/perform that day or night. A doctor's appointment is excused ONLY with written **proof from the doctor's office that an appointment was scheduled**.

PARENT NOTES **WILL NOT BE ACCEPTED including from parents who are doctors**. Administration has final authorization to approve/decline additional requests presented during the school year.

DETENTION POLICY AND PROCEDURE

Demerits are assigned to a student for any infraction/violation of school rules and/or policies. Each demerit assigned is the equivalent of (1) hour of detention, i.e., **1 demerit means serving 1 hour of detention**. Students can receive either (1) demerit for a minor infraction or (3) demerits, i.e., 3 demerits equals serving 3 hours of detention, for a major infraction as determined by Administration.

DEMERITS NEED TO BE SERVED WITHIN A WEEK OF NOTIFICATION.

Administration determines whether an infraction is either “minor” or “major” in accordance with school discipline policies.

DEMERITS CAN BE SERVED in Room 20 on the following days:

MONDAY MORNING	7:30 a.m. – 8:25 a.m.
MONDAY AFTER SCHOOL	2:45 p.m. -- 3:45 p.m.
WEDNESDAY AFTER SCHOOL	3:35 p.m. – 4:35 p.m.
THURSDAY MORNING	7:30 a.m. – 8:25 a.m.
DESIGNATED Saturday MORNINGS	7:30 a.m. – 10:30 a.m.

See Multi-Colored Detention Posted Outside Assistant Principals’ Offices

A calendar of all scheduled Detentions and Saturday Schools is available on the LBHS website as well as in the Administration Office.

Serious violations of the California Education Code as described on pages 50 and 51 of this Planner may result in suspension, expulsion, and/or involvement of law enforcement.

SCHOOL COUNSELORS, SUPPORT and COLLEGE/CAREER READINESS

SCHOOL COUNSELORS' SERVICES

Laguna Beach High School offers a guidance program, which assures that all students receive competent and consistent guidance and support for career and college planning. Counselors are available to assist students with concerns of either an academic or a personal nature. The counseling staff also provides comprehensive academic planning and creates four-year plans with all freshman students. Students may request to see a counselor by scheduling an appointment or by dropping by the Counseling Department in the Administration Office during mid-morning break, lunch or afterschool.

Students may wish to see their counselors when they:

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

Please visit the Laguna Beach High School website at www.lbusd.org under the "Counseling" tab, where you will find useful information on academic support opportunities, college information, financial aid, important events, course offerings, graduation requirements, summer school, and answers to frequently asked questions.

ADDITIONAL STUDENT SUPPORT

MATH AND WRITING LABS

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

The **Math Lab** is available to assist students in Algebra I, Geometry, Algebra II, Pre-Calculus, Trigonometry, and Calculus A/B. Ms. Lux's office is located in Room 198 (above the North Gym). She can be reached at rlux@lbusd.org.

Please contact your math teacher, your English teacher, or the Counseling Office for additional information. Math and Writing Lab hours are available at the front counter in the Administration Office.

COLLEGE AND CAREER CENTER

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

CAREER TECHNICAL EDUCATION

In addition, the College and Career Center provides information about Career Technical Education (CTE) classes through the College and Career Advantage (CCA) program for high school students who reside in Laguna Beach or the Capistrano Valley School District. Any high school student of any age can enroll in the CCA classes and high school students will receive high school credit. Many of the CCA courses meet A-G UC/CSU admissions requirements. Several CCA courses also articulate with local community colleges providing students an opportunity to earn early college credit. CTE classes and locations for the current year area available in the College and Career Center and online at www.ccadvantage.org.

COLLEGE ROUND UP

The bi-annual College Round Up/College Fair is held annually in the Fall in Dugger Gym. Approximately 150 colleges and universities are represented, as well as branches of the military and “specialty” schools. The evening provides an opportunity for students and parents to meet and speak with college representatives for guidance and information on the college process.

MOCK ADMISSIONS NIGHT

The College and Career Center bi-annually hosts a Fall College Mock Admissions event in the library. This is a unique way the experience the admissions committee process first-hand by reviewing a series of mock application with admissions officers from college and universities across the county. Parents and students are invited to attend. The event concludes with a mini—college fair also in the library.

JOB FAIR

The Job Fair is held each Spring in the high school library and outside quad. The specific date and time will be announced. Local employers will also be on hand to accept student applications for employment and to conduct interviews.

SENIOR SEMINAR during October School-wide Testing – (Oct. 16, 2019) – Gr 12

Seniors are required to attend Senior Seminar during in the Fall during school-wide testing

SCHOLARSHIP & FINANCIAL AID SEARCH SUPPORT

Students can visit the C&CC to get information and support with FAFSA, CSS Profile, Student Loans and Grants. Scholarship; merit, private and institutional scholarship information as well as the Laguna Beach High School Scholarship Foundation, LBHSSF. The LBHSSF’s Board of Directors acts as a liaison between scholarship donors and LBHS seniors. The Foundation awards scholarship grants to assist Laguna Beach High School graduates in pursuing educational goals at various post high school academic levels.

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

The **SAT** is the benchmark standardized assessment for critical reasoning, mathematical reasoning and writing skills. Most students take the SAT during their junior or senior year of high school, and almost all colleges and universities use the SAT to make admission decisions. Students who plan to apply to a 4-year college/university can take the SAT or ACT test up through December of their senior year (there are some exceptions to this timeline so please check directly with your school of choice). **Please go to www.collegeboard.org for additional information and to register for the SAT Test.**

The **ACT** is the sister test to the SAT. These two tests are virtually interchangeable in the world of admissions. Students who test much better in English than they do in Math are better served by the ACT.

The ACT also includes a science section, whereas the SAT does not. **Please go to www.actstudent.org for additional information and to register for the ACT test.**

SAT Subject Tests are the only national tests that measure students’ knowledge and skills in particular subject areas, and often are required by many colleges and universities. Because these tests are required for admissions, they need to be taken for courses taught in 10th and 11th grade so students will have completed this testing by the time they apply to college early in 12th grade. These tests should be taken at the end of the high school subject courses. **Please go to www.collegeboard.org for additional information and to register for the SAT Subject Tests.**

Please note that Laguna Beach High School is not a testing center for either the SAT or the ACT.

2019-2020 ACT TEST CALENDAR		
Test Date	Deadline to Register	Late Registration and Changes
Sept 14, 2019	Aug 16, 2019	Sept 1, 2019
Oct 26, 2019	Sept 27, 2019	Oct 13, 2019
Dec 14, 2019	Nov 8, 2019	Nov 25, 2019
Feb 8, 2020	Jan 10, 2020	Jan 17, 2020
Apr 4, 2020	Feb 29, 2020	Mar 16, 2020
June 13, 2020	May 8, 2020	May 25, 2020
July 18, 2020	June 19, 2020	June 29, 2020

2019-2020 SAT TEST CALENDAR		
Test Date	Deadline to Register	Late Registration and Changes
August 24, 2019	July 26, 2019	August 6 – 13, 2019
October 5, 2019	September 6, 2019	September 17 - 24, 2019
November 2, 2019	October 3, 2019	October 15 - 22, 2019
December 7, 2019	November 8, 2019	November 19 - 26, 2019
March 14, 2020	February 14, 2020	February 25 – March 3, 2020
May 2, 2020	April 3, 2020	April 14 – 21, 2020
June 6, 2020	May 8, 2020	May 19 -27, 2020

INTERSCHOLASTIC ATHLETICS

ATHLETIC POLICIES AND PROCEDURES

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

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

COLLEGE BOUND ATHLETES

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

NCAA or NAIA ELIGIBILITY REQUIREMENTS

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

College bound athletes should register with the NCAA and/or NAIA Clearinghouse after the 1st semester of their junior year. Transcripts should be requested through www.parchment.com following the 2nd semester of their junior year. Detailed information is available at www.ncaaclearinghouse.net on the NCAA eligibility requirements, and at www.playnaia.org for NAIA eligibility. For questions, please contact the Athletic Office or the Counseling Office. It is the **student's responsibility** to make sure the athletic clearinghouses have the documents needed to certify athletic eligibility.

- Register with the NCAA and NAIA Clearinghouses **DURING THE 1ST SEMESTER OF YOUR JUNIOR YEAR** at:

NCAA - www.eligibilitycenter.org

NAIA - www.playnaia.org

- Request that an official transcript be sent from LBHS to the NCAA and NAIA Clearinghouses.
- Send your ACT and SAT test scores to the NCAA and NAIA Clearinghouses. A transcript will not suffice; you must send separate official test scores.

LBHS ATHLETICS/CO-CURRICULAR/EXTRA-CURRICULAR CODE OF CONDUCT AGREEMENT FOR ATHLETICS, ASB, PERFORMANCE AND COMPETITION GROUPS

(9/17)

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

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

1. **DRUGS, ALCOHOL, CONTROLLED SUBSTANCES OR INTOXICANTS OF ANY KIND, OR WEAPONS/CHEMICALS:**

Unlawful possession, use, sale, transportation or provision of drugs, alcohol, intoxicants or any controlled substance or weapons/chemicals pursuant to Ed. Code §48900B and Board Policy 5131.6, at school, going to and from school, or at a school event, shall result in immediate removal of the student from all athletic teams, ASB, performance and competition groups for a period of four (4) weeks for the first offense. For the second offense, student will be suspended from sport or activity.

Second Offense for Violation of this Policy by Students Enrolled in Grades Six through Twelve When Expulsion is Recommended or Required by Law

Where expulsion is recommended or required by law, a student shall be suspended from school for up to five (5) days in accordance with law. (See also Board Policy 5144.1 – Student Discipline: Suspension and Expulsion.)

2. **LBHS CODE OF CONDUCT**

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

1. Make academic achievement my highest priority.
2. Show respect for teammates, classmates, officials, coaches and advisors.
3. Respect the integrity and judgment of officials and supervisors.
4. Exhibit fair play, sportsmanship and proper conduct on and off the playing field and/or before, during and after a co-curricular or extra-curricular event.

Unsportsmanlike Conduct

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

5. Maintain a high level of safety awareness.
6. Refrain from using profanity, vulgarity, offensive language, as well as offensive gestures.
7. Adhere to the established rules and standards of the game to be played, or the event in which I will participate.

⁴ Additionally, many athletic teams, the ASB, and other performance and competition groups have their own written standards of behavior for participation for which a student may be suspended or removed from the program.

8. Respect equipment, while using it safely and appropriately.
9. Refrain from using alcohol, tobacco, illegal and non-prescriptive drugs; refrain from using androgenic/anabolic steroids or any substance that increases physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or the American Medical Association, or any substance that is a look alike substance.
10. Know and follow State, section and school athletic and extracurricular rules and regulations that relate to eligibility and participation.
11. Participate and win with character; lose with dignity.
12. Understand the highest potential of sports, co-curricular and extracurricular activities is achieved when all participants are committed to pursuing victory with honor which reflects the *"Six Pillars of Character"* Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
13. Support ALL participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student athletes, coaches, team representatives and visiting spectators, will not be tolerated and are grounds for removal from the site of competition.

GRADING POLICY FOR STUDENT-ATHLETES

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

A doctor's note excusing a student-athlete from completing a daily workout must be on file with the trainer/coach for any injury that causes a student-athlete to miss more than four (4) consecutive days of workouts. Although the athlete may not be able to practice/participate, the athlete is expected to attend practice in support of their teammates.

IMPORTANT REMINDER:

A MAJORITY OF THE DAY'S ATTENDANCE IS REQUIRED FOR ATHLETIC, CO-CURRICULAR AND EXTRACURRICULAR ACTIVITY PARTICIPATION - Full day attendance is required to participate in all school-sponsored athletic extra-curricular or co-curricular activity. A student involved in any school-sponsored activity, e.g., athletics, drama, dance, marching band, cheerleading, MUN, etc., must attend a majority of the school day in order to practice/play/perform that day or night. A doctor's appointment is excused **ONLY** with written **proof from the doctor's office that an appointment was scheduled**.

PARENT NOTES WILL NOT BE ACCEPTED including from parents who are doctors. Administration has final authorization to approve/decline additional requests presented during the school year.

GRADING POLICY REGARDING INJURIES

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

INDEPENDENT STUDY – PHYSICAL EDUCATION REQUIREMENTS

Independent Study - A student in grades 6-8 may earn one semester of physical education "credit" per semester and a student in grades 9-12 is eligible for a maximum of 20 units (two years) of physical education credit via private instruction. This credit is on a pass/fail basis. Independent study is an

optional educational alternative in which no pupil may be required to participate. If you elect to enroll in independent study physical education, one (or both) of the following must be true:

1. Within the calendar year immediately prior to the date of submission of the ISPE packet, a middle or high school student is or has been nationally ranked in an individual sport. This eligibility does not apply if the student is not independently, individually nationally ranked, but is on a nationally ranked team. See a list of some of the national governing bodies on the LBUSD website under the LBUSD website under "Resources", "Parent", "Forms", "Independent Study PE".

AND/OR

2. If a high school student is a member of a team in a sport not offered at the school, and all of the following are true:
 - a. that membership has been earned through a competitive tryout;
 - b. the team's practice schedule is similar to the schedule of a high school sport team in season;
 - c. the team's typical schedule is comprised of multiple (minimum three per season) interstate competitions during the school year, and at least one of those is out of state,
- or, if the team has earned the right competitively to participate in national level tournaments for the past two consecutive years. {1101646.1 }

Upon completion of annual paperwork according to stated timelines, up to five units of credit may be awarded for every 18 weeks of scheduled activity. Refer to the LBUSD website under "Resources", "Parent", "Forms", "Independent Study PE" for some of the teams or team sports currently approved in this category.

LOCKERS AND LOSS OF PERSONAL PROPERTY

All physical education students and student-athletes will be issued a combination lock for their locker in their respective locker room. It is the student's responsibility to lock all personal belongings in their assigned locker. **FAILURE TO SECURE AND LOCK PERSONAL ITEMS WILL result in loss/theft.** In this case, the school is not responsible for the lost or stolen item(s). Students may want to check the Lost and Found for any missing items, located in the Activities Office. Additionally, a Lost or Stolen Report Form is available in the Administrative Office.

TEAM SEASONS, SCHEDULES AND EVENTS FOR ATHLETIC TEAMS

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

Information regarding athletic events/schedules is available by calling the Athletic Office at (949) 497-7750 ext. 1221. For detailed athletic schedules, please log on to: www.lbhssports.com

STUDENT ACTIVITIES

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

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

A. ELIGIBILITY

1. General Provisions

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

2. Compliance with Applicable Rules and/or Regulations

- a. The principal or designee has the discretion to determine a student ineligible to participate in extracurricular or co-curricular activities for engaging in any type of inappropriate behavior, including, but not limited to, the following:
 - i. Violation of school rules. A student is required to comply with all school rules. Under no circumstances shall students who are suspended from school or expelled from the District be eligible to participate in extracurricular or co-curricular activities during the period of the suspension or expulsion.
 - ii. Violation of rules and regulations applicable to the activity. A student who participates in any extracurricular or co-curricular activity is required to comply with all rules and regulations applicable to the activity which may be promulgated by the principal,

designee, and/or activity coach or advisor.

- iii. Failure to comply with directives. A student is required to comply with all directives from the principal and/or the activity coach and/or advisor.
 - iv. Violation of California Interscholastic Federation (CIF) rules and regulations. A student is required to comply with all applicable rules and regulations promulgated by CIF. A student who participates in any sport is required to exhibit fair play, sportsmanship, and respect for all officials, coaches, and other participants.
- b. The principal or designee may determine the length of time that the student will remain ineligible to participate in extracurricular or co-curricular activities due to any type of inappropriate behavior.

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

IMPORTANT REMINDER:

FULL DAY ATTENDANCE REQUIRED

FOR ATHLETIC, CO-CURRICULAR AND EXTRACURRICULAR ACTIVITY PARTICIPATION - Full day attendance is required to participate in all school-sponsored athletic, extra-curricular or co-curricular activity. A student involved in any school-sponsored activity, e.g., athletics, drama, dance, marching band, cheerleading, MUN, MUST attend at least a majority of the entire school day in order to practice/play/perform that day or night. A doctor's appointment is excused ONLY with written proof from the doctor's office that an appointment was scheduled.

PARENT NOTES **WILL NOT BE ACCEPTED including from parents who are doctors.** Administration has final authorization to approve/decline additional requests presented during the school year.

STUDENT ACTIVITIES OFFICE

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

STUDENT ID CARDS

Every student is required to have a student identification (ID) card with photo issued during Breaker Day. The student ID card serves as the student's library card, which is mandatory for book check out. If a new student enrolls after Breaker Day, the student should go to the Student Activities Office to obtain a student identification card. The initial student ID card is free. Replacement cards have a donation fee:

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

ASB DISCOUNTS

Students may receive discounts and privileges with the purchase of an ASB discount stamp on their student ID card available on Breaker Day, or during the school year in the Activities Office. The cost is \$55. The ASB stamp provides certain privileges throughout the year, such as attending home athletic contests at no cost (CIF playoff contests excluded), and receiving discounts on all dance tickets.

DANCES & EVENTS

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

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

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

Dress Code for Dances:

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

Guest Pass To LBHS Events

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

Guest Pass To Another High School's Events

LBHS students wishing to attend dances at other high schools must submit their permission forms to site administration no less than one week prior to the event. LBHS students must have a non-weighted 2.0 GPA and no suspensions during the semester in question, and satisfactory attendance before permission can be granted.

BOARD POLICIES and DISCIPLINARY PROCEDURES

NOTE: The following policies describe some of the Laguna Beach Unified School District Board Policies. A complete list of school board policies can be found at www.lbusd.org under the School Board tab, itemized as "Board Policies" on the School Board drop-down menu.

ACADEMIC INTEGRITY AND ETHICS POLICY

(Refer to Board Policy 5131.9)

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

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

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

1st Offense:

- Student referred to assistant principal by teacher and teacher contacts parent(s)
- Conference with parent, student, teacher, counselor, and administrator to review incident and sign an Academic Integrity and Ethics Contract
- Student receives an automatic "0" on the assignment, project, or test
- Student will complete an Academic Integrity and Ethics assignment as assigned by the assistant principal. The assignment will be due one week from the student's conference
- Student aides will be dropped from the class with a grade of "WF"

2nd Offense:

- Student referred to assistant principal by teacher and teacher contacts parent(s)
- Conference with parent, student, teacher, counselor, and administrator to review incident and sign an additional Academic Integrity and Ethics Contract
- Student receives an automatic "0" on the assignment, project, or test
- If the offense occurs in the same class, student may be dropped from the class with an "F" grade and "U" citizenship mark for the semester and be re-assigned

- Student removed from all elected or appointed leadership positions for the remainder of the school year
- Will be reported to requesting college or university

3rd Offense in Any Class:

- Student referred to assistant principal by teacher and teacher contacts parent(s)
- Conference with parent, student, teacher, counselor, and administrator to review incident and drop student from class where offense occurred with an “F” grade and “U” citizenship mark. Student will then be re-assigned

ALCOHOL AND DRUGS PROHIBITION

PROHIBITIONS AGAINST ALCOHOL AND DRUGS

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

Students

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

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

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

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

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

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

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

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

Instruction

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

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

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

Intervention, Referral and Student Assistance Programs

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

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

Enforcement/Discipline

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

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

PROHIBITIONS AGAINST TOBACCO USE

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

Students

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

The Superintendent or designee shall provide prevention, intervention, and cessation education, information, activities, and/or referrals to District students and shall ensure consistent enforcement of District policies prohibiting student possession and use of tobacco products.

Prohibition Against Tobacco Use

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

Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited.

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the District's policy and regulation for addressing the administration of medications on campus.

Enforcement/Discipline

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

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

Prevention Instruction

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

Intervention/Cessation Services

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

Program Planning

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

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, District staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

The Superintendent or designee also shall coordinate the District's tobacco-use prevention and intervention program with other District efforts to reduce students' use of illegal substances and to promote student wellness.

The Superintendent or designee shall select tobacco-use prevention programs based on the model program designs identified by the California Department of Education (CDE) and may adapt the model to meet District needs. (Health and Safety Code 104420)

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

Program Evaluation

To evaluate the effectiveness of the District's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

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

BULLYING POLICY

Board Policy No. 5131.2

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel.

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

Bullying Prevention

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

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

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

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

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

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

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

Complaints and Investigation

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

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyber-bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyber-bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

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

Discipline

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

For Legal References to Education Codes, please see policy for B.P. 5131.2 on LBUSD website.

CELL PHONE/DEVICE USE POLICY

Board Policy 6163.4, "Student Use of Technology: Instruction"

Per Board Policy 6163.4, "Whenever a student is found to have violated Board policy or the district's acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy."

Cell phones, iPods, iPads, laptops, cameras, MP3's and other audio/visual devices **may not be used during instructional time or in a classroom unless approval has been given by the teacher to do so for instructional purpose(s)**. Consequences for improper use of an electronic device are as follows:

- **1st Offense**

Parent notified

At the end of the school day, student can pick-up the device from the Front Office.

Student will be issued a one-hour detention (demerit)

- **2nd Offense**
Parent will be notified and asked to pick-up the device from the Assistant Principal
Student will be issued a Saturday School (a three-hour detention)
- **3rd Offense**
Parent will be notified and asked to pick-up the device from the Assistant Principal
Student may be suspended for defiance per CA Ed Code Section 1. §48900. (k)(1) and (2) and CA Ed Code Section 2. §48910. (a) (c) and (d)

Student maybe required to check their phone in and out with an administrator for the remainder for the grading period or semester.

CLOSED CAMPUS POLICY

Board Policy 5112.5, C.E.C. 44805.5 and 44808

Laguna Beach High School is a closed campus. All students are required to stay on campus for the entire school day. Freshman and sophomore students are NOT permitted to leave campus during their lunch period or during an open class period.

OFF CAMPUS POLICY DURING LUNCH

- **Freshman and Sophomore** students **may NOT leave campus during lunch**. A one –hour detention will be issued each time this rule is not followed.
- Junior and Senior students may leave campus during lunch with a written, signed permission form on file in the Administration office. Students whose parent/guardian have not signed and returned the “Written Permission to Leave Campus during the Lunch Period” form, **ARE NOT** permitted to leave campus during lunch.

During mid-morning break, 11th and 12th grade students MAY GO ONLY TO THEIR CARS TO DROP OFF OR PICK UP school materials and RETURN IMMEDIATELY to campus.

OFF CAMPUS POLICY DURING AN OPEN CLASS PERIOD

- Freshman and Sophomore students may **NOT LEAVE** campus during open periods.
- Junior and Senior students may leave campus during an open class period with a written, signed permission form on file in the Administration office. Students whose parent/guardian have not signed and returned the *Written Permission to Leave Campus During an Open Class Period Form*, **ARE NOT** permitted to leave campus during the open class period.

CONSEQUENCES FOR VIOLATING THE OFF CAMPUS POLICY

First (1st) Offense

Student will be issued a one-hour (1 hr.) detention

Second (2nd) Offense

Student will be issued a Saturday School or three-hour (3 hr.) detention
Parent notified

Third (3rd) Offense

Student will be issued a Saturday School or three-hour (3 hr.) detention
Parent and Student meeting to be held with an Administrator
Student will be placed on a Behavior Contract.

Additional Offenses:

Student may lose privileges during 11th or 12th grade year.

Student may be suspended for defiance as per CA Ed Code §1. Sec. 48900 (k) and §2. Sec.48910(d).

CONSEQUENCES FOR BEING TARDY FROM BREAK or LUNCH

Junior and Senior students who leave campus during break, lunch or an open period, and who are tardy returning to campus are subject to losing their off-campus privilege. See consequences for violating the office campus policy above.

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

DRESS CODE POLICY – APPEARANCE STANDARDS

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

LBHS recognizes its obligation to provide an educational atmosphere, which will prepare students for a successful, productive and responsible adult life. While on campus, or at any school sponsored event, students and guests shall be dressed and groomed in a manner that reflects good taste and decency and will not detract from or interfere with the morale of the school. All dress must be modest, neat, clean and consistent with legal provisions. Shoes must be worn at all times. Gang-related attire will be defined annually by the Laguna Beach Police Department, and if worn on the LBHS campus, may be determined to be threatening to the health and safety of the school environment.

The following are not allowed on campus or at any school sponsored event.

1. Dress, grooming or accessories (including tattoos) that:
 - a) Are considered by school personnel to be unsafe, dangerous or hazardous to health.
 - b) Contain words, symbols, slogans, or designs that offend, make fun of, or degrade any culture, gender, religious, ethnicity or ethnic value.
 - c) Contain language or symbols oriented toward sex, drugs, violence, alcohol or tobacco.
 - d) Represent gang, tagger crew or cliques and that denote affiliation with those groups, i.e., White Supremacist, Neo-Nazi, Crips, Bloods, or other gangs as defined by local law enforcement.
 - e) Impede the instructional program by distracting other students or staff.
 - f) Expose any undergarments, excluding bra straps. (Pants, skirts, shorts or tops)

2. The following items or clothing are unacceptable at LBHS:
 - a) One shoulder tops or tube/halter tops, see-through tops or shirts which allow anyone to see bras or bathing suits underneath that top or shirt.
 - b) Clothes that do not appropriately cover the chest and torso.
 - c) Shorts, skirts or pants that expose any portion of the buttocks or that are excessively baggy. All pants should be worn at the hips.
 - d) Undergarments that are exposed, excluding bra straps.
 - e) Skirts must come down the leg at least 2/3 of the way between the hipbone and the knee.
 - f) See through clothing, including those which allow anyone to see bras or bathing suits underneath that top or shirt.
 - g) Pajamas or other sleepwear. Slippers without a hard sole may not be worn as shoes on the campus.

Parents and students are responsible for maintaining proper attire and appearance, and all school personnel are responsible for the enforcement of the dress code during the school day or at school-sponsored events.

Violations of this dress code will be dealt with accordingly and consistently with California Education Code §48900 through §48935. Specifically, continual or habitual violation of the dress code will be considered a violation of California Education Code §48900(k), which provides for the suspension or expulsion of pupils if they have “disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.”

CONSEQUENCES for a DRESS CODE VIOLATION:

- First Offense: Verbal warning and asked to change out of the unacceptable clothing.
- Second Offense: Parent notified, student assigned a detention, and student will be asked to change out of the unacceptable clothing.
- Third Offense: Parent notified and student assigned a Saturday School. If clothing violation is under rule 1, parent notified and requested to bring a change of clothing for their student before student is allowed to return to class.
Parent/student/administrator conference held. Behavior contract to be implemented.
- Additional Offenses: Parent notified and advised of additional disciplinary action for repeated offense.

FOREIGN EXCHANGE STUDENTS

Board Policy 6145.6 and 5111.1

Instruction

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

With Board approval, a district school may establish a sister-school relationship with a school in another country. All inquiries must go through Instructional Services.

NON-DISCRIMINATION/HARASSMENT

The Laguna Beach Unified School District Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression; the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent. Any school employee who witnesses an incident of

unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.

Board Policy No. 5145.3, “Nondiscrimination/Harassment: Students”

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

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

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

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

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

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

GRIEVANCE PROCEDURES

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

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

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

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

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

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

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

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

For Legal References to Education Codes, please see policy for B.P. 5145.3 on LBUSD website.

SEXUAL HARASSMENT

BP 5145.7

Students

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

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

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the

alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

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

Record-Keeping

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

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

STUDENT USE OF PERSONALLY-OWNED DEVICES

(Refer to Board Policy No. 6163.45)

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

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

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

All students should review both the **Student Technology Use Policy (Board Policy 5009)** and **Student Use of Personally-Owned Devices Policy (Board Policy 6163.45)**, before utilizing any school and/or personally-owned device. Any student, who is unable to secure his/her POD for use in a designated BYOD classroom, will have access to a device provided by the District.

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

POD Usage Expectations:

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

Examples of Violations:

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

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

CONSEQUENCES FOR A VIOLATION:

First Offense

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

Second Offense

- Teacher to contact parent and arrange for a "Behavior Contract" meeting between teacher, parent, student and administrator
- Teacher to complete an Office Referral Form documenting the infraction
- Student will be assigned a Saturday School or a three-hour (3 hr.) detention.

Third Offense

- Student referred to administration and parent contacted by administration
- Student will be assigned a Saturday School or a three-hour (3 hr.) detention
- Student may have their POD privileges suspended for a period of time
- If offense is deemed egregious, student could face additional disciplinary action

SUSPENSION AND EXPULSION/DUE PROCESS

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

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

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

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her

behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

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

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

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

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

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

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

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

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

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

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

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

WILLIAMS COMPLAINT NOTICE

(A.R. 1312.4)

Notice to Parents, Guardians, Pupils, and Teachers

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

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

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

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's website at www.lbusd.org. You may also download a copy of the California Department of Education complaint form from the following website: <http://www.cde.ca.gov/re/cp/uc>.

2019-2020 STUDENT SCHOOL CALENDAR

August	19	Breaker Day 8:00 am to 3:00 pm (See flyer for each grade start time)
August	20	9 th Grade Orientation 9:00 am to 11:30 am & Parent Seminar 9:00 am – 10:00am
August	26	1st Day of School!!!
September	2	Labor Day Holiday – No School/Office Closed
September	3-4-5-6	<i>"4-Day" Bell Schedule This Week</i>
September	16-17-18-19	<i>"4-Day" Bell Schedule This Week</i>
September	19	Back to School Night
September	20	Minimum Day
October	1	College Mock Admissions Night - Library
October	4	Homecoming Football Game & Half-Time Show 7:00 pm
October	5	Homecoming Dance 7:00 pm to 10:00 pm
October	16	School-Wide Testing – Minimum Day Schedule
October	17	Great Shake Out – Minimum Day Schedule
October	18	Minimum Day Schedule
November	11	Veteran's Day Holiday – NO SCHOOL
November	12-13-14-15	<i>"4-Day" Bell Schedule This Week</i>
November	25-26	0-6 "Traditional Schedule *See special bell schedule
November	27-28-29	Thanksgiving Holiday – NO SCHOOL
December	17	1 st Semester Final Exam for Zero Period Classes
December	18-19-20	1 st Semester Final Exams *See special bell schedule
December	23-31	Winter Recess – NO SCHOOL
January	1-3	Winter Recess – NO SCHOOL
January	6	Non-Student Day – NO SCHOOL
January	7	School Resumes (Tuesday) – 2 nd Semester Begins
January	7-8-9-10	<i>"4-Day" Bell Schedule This Week</i>
January	20	Martin Luther King's Birthday Holiday – NO SCHOOL
January	21-22-23-24	<i>"4-Day" Bell Schedule This Week</i>
January	31	Winter Formal Pep Assembly
February	1	Winter Formal Dance 8:00 pm to 11:00 pm
February	17-21	Mid-Winter Recess (Ski Week) – NO SCHOOL
February	24	School Resumes
March	9-10-11-12	<i>"4-Day" Bell Schedule This Week</i>
March	13	Non-Student Day – NO SCHOOL
April	6-10	Spring Break – NO SCHOOL
April	13	School Resumes
May	4-15	AP Testing * See Testing Schedule
May	15	Prom Pep Assembly
May	16	Prom Dance 8:00 pm to 11:00 pm
May	25	Memorial Day Holiday – NO SCHOOL
May	26-27-28-29	<i>"4-Day" Bell Schedule This Week</i>
May	29	Honors Convocation (Seniors)
June	4-5	2 nd Semester Final Exams – SENIORS ONLY
June	8	2 nd Semester Final Exam for Zero Period Classes
June	9-10-11	2 nd Semester Final Exams (Grades 9-11) * See special bell schedule
June	11	Last Day of School / Senior Graduation

Seniors will receive a packet in the Spring with senior events/graduation information from the Activities Office. Rev 6/27/19

1st Semester Grading Periods	2nd Semester Grading Periods
Oct. 4 = 6 wks, Nov. 15 = 12 wks, Dec. 20 = 1st sem	Feb 14 = 6 wks, Apr 3 = 12 wks, Jun 11 = 2 nd Sem

**2019-2020
BI-WEEKLY
LBHS CALENDAR**

<p>Monday AUGUST 26 FIRST DAY OF SCHOOL</p>	<p>Tuesday AUGUST 27</p>	<p>Wednesday AUGUST 28</p>
<p>PDS: 1, 2, 3</p>	<p>PDS: 0, 4, 5, 1, 6</p>	<p>PDS: 0, 2, 3, 4, 6</p>
<p>*NO ZERO PD TODAY PD 1 START: 9 AM</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>PD 3 END: 2:42 PM</p>	<p>PD 4 START: 8:30 AM</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>PD 6 END: 3:30 PM</p>	<p>PD 2 START: 8:30 AM</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>PD 6 END: 3:30 PM</p>
<p>Monday SEPTEMBER 2</p>	<p>Tuesday SEPTEMBER 3</p>	<p>Wednesday SEPTEMBER 4</p>
<p>LABOR DAY No School</p>	<p>PDS: 0, 1, 2, 3, 4, 5, 6</p>	<p>PDS: 0, 1, 2, 3, 4</p>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>PD 1 START: 8:30 AM</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>PD 6 END: 3:10 PM</p>	<p>PD 1 START: 8:30 AM</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>PD 4 END: 3:28 PM</p>

*Zero (0) Period Start: 7:15 AM UNLESS Otherwise Indicated

Monday SEPTEMBER 9	Tuesday SEPTEMBER 10	Wednesday SEPTEMBER 11
PDS: 1, 2, 3	PDS: 0, 4, 5, 1, 6	PDS: 0, 2, 3, 4, 6
<div data-bbox="131 403 490 489" style="border: 1px solid black; padding: 2px;">NO ZERO PERIOD TODAY PD 1 START: 9:00 AM</div>	<div data-bbox="560 403 808 443" style="border: 1px solid black; padding: 2px;">PD 4 START: 8:30 AM</div>	<div data-bbox="980 403 1229 443" style="border: 1px solid black; padding: 2px;">PD 2 START: 8:30 AM</div>
<div data-bbox="131 940 389 993" style="border: 1px solid black; padding: 2px;">PD 3 END: 2:42 PM</div>	<div data-bbox="560 940 808 993" style="border: 1px solid black; padding: 2px;">PD 6 END: 3:30 PM</div>	<div data-bbox="980 940 1229 993" style="border: 1px solid black; padding: 2px;">PD 6 END: 3:30 PM</div>
Monday SEPTEMBER 16	Tuesday SEPTEMBER 17	Wednesday SEPTEMBER 18
PDS: 0, 1, 2, 3, 4, 5, 6	PDS: 0, 1, 2, 3, 4	PDS: 0, 5, 1, 2, 6
<div data-bbox="131 1169 389 1209" style="border: 1px solid black; padding: 2px;">PD 1 START: 8:30 AM</div>	<div data-bbox="560 1169 808 1209" style="border: 1px solid black; padding: 2px;">PD 1 START: 8:30 AM</div>	<div data-bbox="980 1169 1229 1209" style="border: 1px solid black; padding: 2px;">PD 5 START: 8:30 AM</div>
<div data-bbox="131 1873 389 1913" style="border: 1px solid black; padding: 2px;">PD 6 END: 3:10 PM</div>	<div data-bbox="560 1873 808 1913" style="border: 1px solid black; padding: 2px;">PD 4 END: 3:28 PM</div>	<div data-bbox="980 1873 1229 1913" style="border: 1px solid black; padding: 2px;">PD 6 END: 3:28 PM</div>

*Zero (0) Period Start: 7:15 AM UNLESS Otherwise Indicated

Thursday SEPTEMBER 12	Friday SEPTEMBER 13	Saturday SEPTEMBER 14
PDS: 0, 5, 1, 2, 6	PDS: 0, 3, 4, 5, 6	
PD 5 START: 8:30 AM	PD 3 START: 8:30 AM	
		Sunday SEPTEMBER 15
PD 6 END: 3:30 PM	PD 6 END: 3:30 PM	
Thursday SEPTEMBER 19 BACK TO SCHOOL NIGHT	Friday SEPTEMBER 20 Minimum Day Schedule	Saturday SEPTEMBER 21
PDS: 3, 4, 5, 6	PDS: 0, 1, 2, 3, 4, 5, 6	
*NO ZERO PD TODAY PD 3 START: 8:30 AM	*ZERO PD START: 7:40 AM PD 1 START: 8:30 AM	
PD 6 END: 3:28 PM	PD 6 END: 1:10 PM—NO LUNCH	Sunday SEPTEMBER 22

*Zero (0) Period Start: 7:15 AM UNLESS Otherwise Indicated

Monday OCTOBER 7	Tuesday OCTOBER 8	Wednesday OCTOBER 9
PDS: 1, 2, 3	PDS: 0, 4, 5, 1, 6	PDS: 0, 2, 3, 4, 6
<div data-bbox="131 401 386 470" style="border: 1px solid black; padding: 2px;">*NO ZERO PD TODAY PD 1 START: 9 AM</div> <div data-bbox="131 932 396 968" style="border: 1px solid black; padding: 2px;">PD 3 END: 2:42 PM</div>	<div data-bbox="565 411 824 447" style="border: 1px solid black; padding: 2px;">PD 4 START: 8:30 AM</div> <div data-bbox="565 940 829 976" style="border: 1px solid black; padding: 2px;">PD 6 END: 3:30 PM</div>	<div data-bbox="997 411 1261 447" style="border: 1px solid black; padding: 2px;">PD 2 START: 8:30 AM</div> <div data-bbox="997 940 1261 976" style="border: 1px solid black; padding: 2px;">PD 6 END: 3:30 PM</div>
Monday OCTOBER 14 Traditional Schedule	Tuesday OCTOBER 15 Traditional Schedule	Wednesday OCTOBER 16 Minimum Day Schedule
PDS: 0, 1, 2, 3, 4, 5, 6	PDS: 0, 1, 2, 3, 4, 5, 6	PDS: 0, 1, 2, 3, 4, 5, 6
<div data-bbox="131 1213 480 1283" style="border: 1px solid black; padding: 2px;">*ZERO PD START: 7:25 AM PD 1 START: 8:30 AM</div> <div data-bbox="131 1892 396 1927" style="border: 1px solid black; padding: 2px;">PD 6 END: 3:28 PM</div>	<div data-bbox="565 1213 898 1283" style="border: 1px solid black; padding: 2px;">*ZERO PD START: 7:25 AM PD 1 START: 8:30 AM</div> <div data-bbox="565 1892 813 1927" style="border: 1px solid black; padding: 2px;">PD 6 END: 3:28 PM</div>	<div data-bbox="997 1220 1346 1289" style="border: 1px solid black; padding: 2px;">*ZERO PD START: 7:40 AM PD 1 START: 8:30 AM</div> <div data-bbox="997 1520 1390 1556" style="border: 1px solid black; padding: 2px;">PD 6 END: 1:10 PM—NO LUNCH</div>

*Zero (0) Period Start: 7:15 AM UNLESS Otherwise Indicated

Thursday NOVEMBER 7	Friday NOVEMBER 8	Saturday NOVEMBER 9
PDS: 0, 5, 1, 2, 6	PDS: 0, 3, 4, 5, 6	
<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content; margin: 0 auto;">PD 5 START: 8:30 AM</div>	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content; margin: 0 auto;">PD 3 START: 8:30 AM</div>	
		<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content; margin: 0 auto;"> Sunday NOVEMBER 10 </div>
<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content; margin: 0 auto;">PD 6 END: 3:30 PM</div>	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content; margin: 0 auto;">PD 6 END: 3:30 PM</div>	
Thursday NOVEMBER 14	Friday NOVEMBER 15	Saturday NOVEMBER 16
PDS: 0, 5, 1, 2, 6	PDS: 3, 4, 5, 6	
<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content; margin: 0 auto;">PD 5 START: 8:30 AM</div>	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content; margin: 0 auto;"> *NO ZERO PD TODAY PD 3 START: 8:30 AM </div>	
		<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content; margin: 0 auto;"> Sunday NOVEMBER 17 </div>
<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content; margin: 0 auto;">PD 6 END: 3:28 PM</div>	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content; margin: 0 auto;">PD 6 END: 3:28 PM</div>	

*Zero (0) Period Start: 7:15 AM UNLESS Otherwise Indicated

<p>Monday NOVEMBER 18</p>	<p>Tuesday NOVEMBER 19</p>	<p>Wednesday NOVEMBER 20</p>
<p>PDS: 1, 2, 3</p>	<p>PDS: 0, 4, 5, 1, 6</p>	<p>PDS: 0, 2, 3, 4, 6</p>
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 10px;"> <p>*NO ZERO PD TODAY PD 1 START: 9 AM</p> </div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;"> <p>PD 3 END: 2:42 PM</p> </div>	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 10px;"> <p>PD 4 START: 8:30 AM</p> </div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;"> <p>PD 6 END: 3:30 PM</p> </div>	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 10px;"> <p>PD 2 START: 8:30 AM</p> </div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;"> <p>PD 6 END: 3:30 PM</p> </div>
<p>Monday NOVEMBER 25 TRADITIONAL SCHEDULE</p>	<p>Tuesday NOVEMBER 26 TRADITIONAL SCHEDULE</p>	<p>Wednesday NOVEMBER 27</p>
<p>PDS: 0, 1, 2, 3, 4, 5, 6</p>	<p>PDS: 0, 1, 2, 3, 4, 5, 6</p>	<p>THANKSGIVING HOLIDAY No School</p>
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 10px;"> <p>*ZERO PD START: 7:25 AM PD 1 START: 8:30 AM</p> </div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;"> <p>PD 6 END: 3:28 PM</p> </div>	<div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 10px;"> <p>*ZERO PD START: 7:25 AM PD 1 START: 8:30 AM</p> </div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;"> <p>PD 6 END: 3:28 PM</p> </div>	

***Zero (0) Period Start: 7:15 AM UNLESS Otherwise Indicated**

<p>Monday DECEMBER 2</p>	<p>Tuesday DECEMBER 3</p>	<p>Wednesday DECEMBER 4</p>
<p>PDS: 1, 2, 3</p>	<p>PDS: 0, 4, 5, 1, 6</p>	<p>PDS: 0, 2, 3, 4, 6</p>
<p>*NO ZERO PD TODAY PD 1 START: 9 AM</p>	<p>PD 4 START: 8:30 AM</p>	<p>PD 2 START: 8:30 AM</p>
<p>PD 3 END: 2:42 PM</p>	<p>PD 6 END: 3:30 PM</p>	<p>PD 6 END: 3:30 PM</p>
<p>Monday DECEMBER 9</p>	<p>Tuesday DECEMBER 10</p>	<p>Wednesday DECEMBER 11</p>
<p>PDS: 1, 2, 3</p>	<p>PDS: 0, 4, 5, 1, 6</p>	<p>PDS: 0, 2, 3, 4, 6</p>
<p>*NO ZERO PD TODAY PD 1 START: 9 AM</p>	<p>PD 4 START: 8:30 AM</p>	<p>PD 2 START: 8:30 AM</p>
<p>PD 3 END: 2:42 PM</p>	<p>PD 6 END: 3:30 PM</p>	<p>PD 6 END: 3:30 PM</p>

***Zero (0) Period Start: 7:15 AM UNLESS Otherwise Indicated**

<p style="text-align: center;">Thursday DECEMBER 5</p>	<p style="text-align: center;">Friday DECEMBER 6</p>	<p style="text-align: center;">Saturday DECEMBER 7</p>
PDS: 0, 5, 1, 2, 6	PDS: 0, 3, 4, 5, 6	
<p style="border: 1px solid black; padding: 2px; display: inline-block;">PD 5 START: 8:30 AM</p>	<p style="border: 1px solid black; padding: 2px; display: inline-block;">PD 3 START: 8:30 AM</p>	
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<p style="border: 1px solid black; padding: 2px; display: inline-block;">PD 6 END: 3:30 PM</p>	<p style="border: 1px solid black; padding: 2px; display: inline-block;">PD 6 END: 3:30 PM</p>	
<p style="text-align: center;">Thursday DECEMBER 12</p>	<p style="text-align: center;">Friday DECEMBER 13</p>	<p style="text-align: center;">Saturday DECEMBER 14</p>
PDS: 0, 5, 1, 2, 6	PDS: 0, 3, 4, 5, 6	
<p style="border: 1px solid black; padding: 2px; display: inline-block;">PD 5 START: 8:30 AM</p>	<p style="border: 1px solid black; padding: 2px; display: inline-block;">PD 3 START: 8:30 AM</p>	
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<p style="border: 1px solid black; padding: 2px; display: inline-block;">PD 6 END: 3:30 PM</p>	<p style="border: 1px solid black; padding: 2px; display: inline-block;">PD 6 END: 3:30 PM</p>	<p style="text-align: center;">Sunday DECEMBER 8</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p style="text-align: center;">Thursday DECEMBER 12</p>	<p style="text-align: center;">Friday DECEMBER 13</p>	<p style="text-align: center;">Saturday DECEMBER 14</p>
PDS: 0, 5, 1, 2, 6	PDS: 0, 3, 4, 5, 6	
<p style="border: 1px solid black; padding: 2px; display: inline-block;">PD 5 START: 8:30 AM</p>	<p style="border: 1px solid black; padding: 2px; display: inline-block;">PD 3 START: 8:30 AM</p>	
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<p style="border: 1px solid black; padding: 2px; display: inline-block;">PD 6 END: 3:30 PM</p>	<p style="border: 1px solid black; padding: 2px; display: inline-block;">PD 6 END: 3:30 PM</p>	<p style="text-align: center;">Sunday DECEMBER 15</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

*Zero (0) Period Start: 7:15 AM UNLESS Otherwise Indicated

Thursday DECEMBER 19	Friday DECEMBER 20 END OF 1ST SEMESTER	Saturday DECEMBER 21
PDS: 3 & 4	PDS: 5 & 6	
GRADE 9—12 FINAL EXAMS Exam Pd 3: 8:30 —10:45 AM Break: 10:45—10:55 AM Passing: 10:55 —11:05 AM Exam Pd 4: 11:05 —1:20 PM NO LUNCH SERVED	GRADE 9—12 FINAL EXAMS Exam Pd 5: 8:30 —10:45 AM Break: 10:45—10:55 AM Passing: 10:55 —11:05 AM Exam Pd 6: 11:05 —1:20 PM NO LUNCH SERVED	Sunday DECEMBER 22
Thursday DECEMBER 26	Friday DECEMBER 27	Saturday DECEMBER 28
WINTER RECESS No School	WINTER RECESS No School	
		Sunday DECEMBER 29

*Zero (0) Period Start: 7:15 AM UNLESS Otherwise Indicated

Thursday JANUARY 2	Friday JANUARY 3	Saturday JANUARY 4								
WINTER RECESS No School										
			Sunday JANUARY 5							
				Thursday JANUARY 9	Friday JANUARY 10	Saturday JANUARY 11				
				PDS: 0, 5, 1, 2, 6	PDS: 3, 4, 5, 6					
				<div data-bbox="256 1167 505 1205" style="border: 1px solid black; padding: 2px;"> PD 5 START: 8:30 AM </div>	<div data-bbox="662 1167 911 1226" style="border: 1px solid black; padding: 2px;"> *NO ZERO PD TODAY PD 3 START: 8:30 AM </div>					
				<div data-bbox="256 1818 505 1856" style="border: 1px solid black; padding: 2px;"> PD 6 END: 3:28 PM </div>	<div data-bbox="662 1818 911 1856" style="border: 1px solid black; padding: 2px;"> PD 6 END: 3:28 PM </div>		Sunday JANUARY 12			

*Zero (0) Period Start: 7:15 AM UNLESS Otherwise Indicated

Monday MARCH 23	Tuesday MARCH 24	Wednesday MARCH 25
PDS: 1, 2, 3	PDS: 0, 4, 5, 1, 6	PDS: 0, 2, 3, 4, 6
<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content;">*NO ZERO PD TODAY PD 1 START: 9 AM</div>	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content;">PD 4 START: 8:30 AM</div>	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content;">PD 2 START: 8:30 AM</div>
<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content;">PD 3 END: 2:42 PM</div>	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content;">PD 6 END: 3:30 PM</div>	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content;">PD 6 END: 3:30 PM</div>
Monday MARCH 30	Tuesday MARCH 31	Wednesday APRIL 1
PDS: 1, 2, 3	PDS: 0, 4, 5, 1, 6	PDS: 0, 2, 3, 4, 6
<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content;">*NO ZERO PD TODAY PD 1 START: 9 AM</div>	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content;">PD 4 START: 8:30 AM</div>	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content;">PD 2 START: 8:30 AM</div>
<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content;">PD 3 END: 2:42 PM</div>	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content;">PD 6 END: 3:30 PM</div>	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; width: fit-content;">PD 6 END: 3:30 PM</div>

*Zero (0) Period Start: 7:15 AM UNLESS Otherwise Indicated

Thursday APRIL 9	Friday APRIL 10	Saturday APRIL 11
SPRING BREAK No School		
		Sunday APRIL 12
PDS: 0, 5, 1, 2, 6	PDS: 0, 3, 4, 5, 6	
<div data-bbox="250 1150 493 1184" style="border: 1px solid black; padding: 2px;">PD 5 START: 8:30 AM</div>	<div data-bbox="667 1150 911 1184" style="border: 1px solid black; padding: 2px;">PD 3 START: 8:30 AM</div>	
<div data-bbox="250 1793 493 1827" style="border: 1px solid black; padding: 2px;">PD 6 END: 3:30 PM</div>	<div data-bbox="667 1793 911 1827" style="border: 1px solid black; padding: 2px;">PD 6 END: 3:30 PM</div>	Sunday APRIL 19

*Zero (0) Period Start: 7:15 AM UNLESS Otherwise Indicated

Monday MAY 4	Tuesday MAY 5	Wednesday MAY 6
PDS: 1, 2, 3	PDS: 0, 4, 5, 1, 6	PDS: 0, 2, 3, 4, 6
<div style="border: 1px solid black; padding: 2px; width: fit-content;">*NO ZERO PD TODAY PD 1 START: 9 AM</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">PD 4 START: 8:30 AM</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">PD 2 START: 8:30 AM</div>
<div style="border: 1px solid black; padding: 2px; width: fit-content;">AP EXAMS</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">AP EXAMS</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">AP EXAMS</div>
<div style="border: 1px solid black; padding: 2px; width: fit-content;">PD 3 END: 2:42 PM</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">PD 6 END: 3:30 PM</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">PD 6 END: 3:30 PM</div>
Monday MAY 11	Tuesday MAY 12	Wednesday MAY 13
PDS: 0, 1, 2, 3, 6	PDS: 0, 4, 5, 1, 6	PDS: 0, 2, 3, 4, 6
<div style="border: 1px solid black; padding: 2px; width: fit-content;">PD 1 START: 8:30 AM</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">PD 4 START: 8:30 AM</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">PD 2 START: 8:30 AM</div>
<div style="border: 1px solid black; padding: 2px; width: fit-content;">AP EXAMS</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">AP EXAMS</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">AP EXAMS</div>
<div style="border: 1px solid black; padding: 2px; width: fit-content;">PD 6 END: 3:30 PM</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">PD 6 END: 3:30 PM</div>	<div style="border: 1px solid black; padding: 2px; width: fit-content;">PD 6 END: 3:30 PM</div>

*Zero (0) Period Start: 7:15 AM UNLESS Otherwise Indicated

Thursday MAY 7	Friday MAY 8	Saturday MAY 9
PDS: 0, 5, 1, 2, 6	PDS: 0, 3, 4, 5, 6	
PD 5 START: 8:30 AM AP EXAMS PD 6 END: 3:30 PM	PD 3 START: 8:30 AM AP EXAMS PD 6 END: 3:30 PM	
Thursday MAY 14	Friday MAY 15	Saturday MAY 16
PDS: 0, 5, 1, 2, 6	PDS: 3, 4, 5	
PD 5 START: 8:30 AM AP EXAMS PD 6 END: 3:30 PM	NO ZERO PERIOD TODAY PD 3 START: 9:00 AM AP EXAMS SCHOOL ASSEMBLY SPRING PROM PEP ASSEMBLY PD 5 END: 2:43 PM	SPRING PROM DANCE 8:00 PM—11:00 PM Sunday MAY 17

*Zero (0) Period Start: 7:15 AM UNLESS Otherwise Indicated

Thursday JUNE 4	Friday JUNE 5	Saturday JUNE 6
PDS: 0, 5, 1, 2, 6	PDS: 0, 3, 4, 5, 6	
PD 5 START: 8:30 AM SENIORS FINAL EXAMS PD 6 END: 3:30 PM	PD 3 START: 8:30 AM SENIORS FINAL EXAMS PD 6 END: 3:30 PM	Sunday JUNE 7
Thursday JUNE 11	Friday JUNE 12	Saturday JUNE 13
PDS: 5 & 6		
GRADE 9—11 FINAL EXAMS Exam Pd 5: 8:30—10:45 AM Break: 10:45—10:55 AM Passing: 10:55 — 11:05 AM Exam Pd 6: 11:05—1:20 PM NO LUNCH SERVED SENIOR GRADUATION CEREMONY 8 PM IRVINE BOWL		Sunday JUNE 14

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