

La Habra High School

“Rigor, Relevance, Relationships, Results”

Administration

Matthew Eeles
Principal

Manny Macias Ed. D
Assistant Principal, Student Services

Matt Rainwater
Assistant Principal, Student Affairs

Betty Vutang Ed.D
Assistant Principal, Pupil Services

Craig Weinreich
Assistant Principal, Instruction and Operations

Counseling Office

Erin Murphy, Counselor (*A-Esl*)

Diana Flores Ed. D, Lead Counselor (*Esp-Lo*)

Jason Gallegos, Counselor (*Lu-Re*)

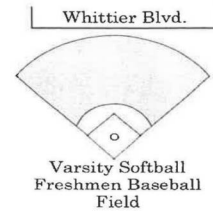
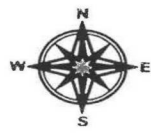
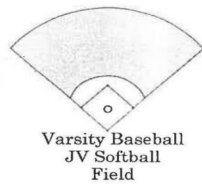
Lauren Gasaway, Counselor (*Rh-z*)

Frank McCarroll
Athletic Director

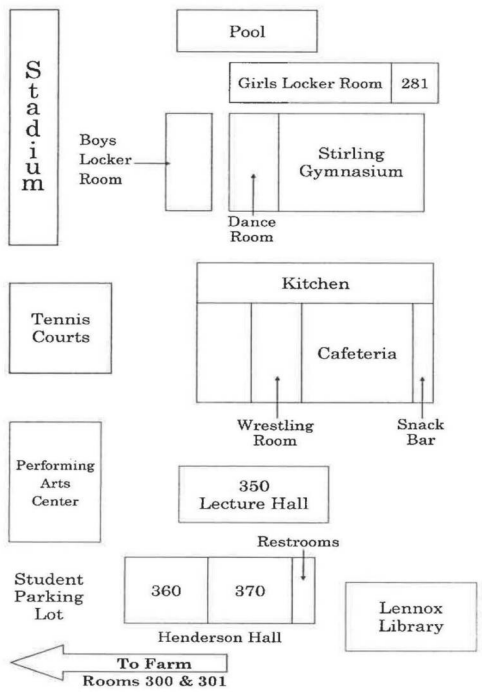
Mark Cholette
Activities Director



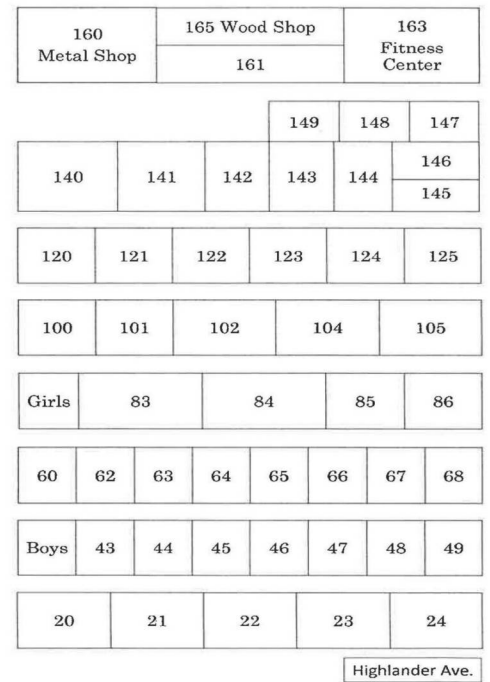
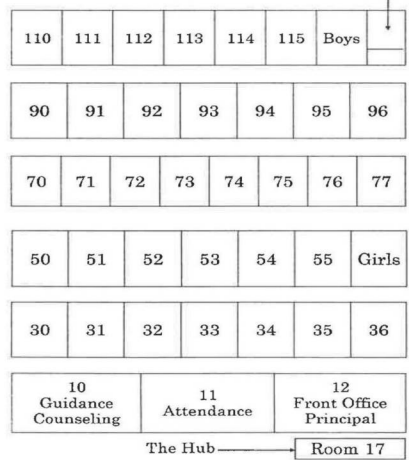
LA HABRA HIGH SCHOOL



Whittier Blvd.



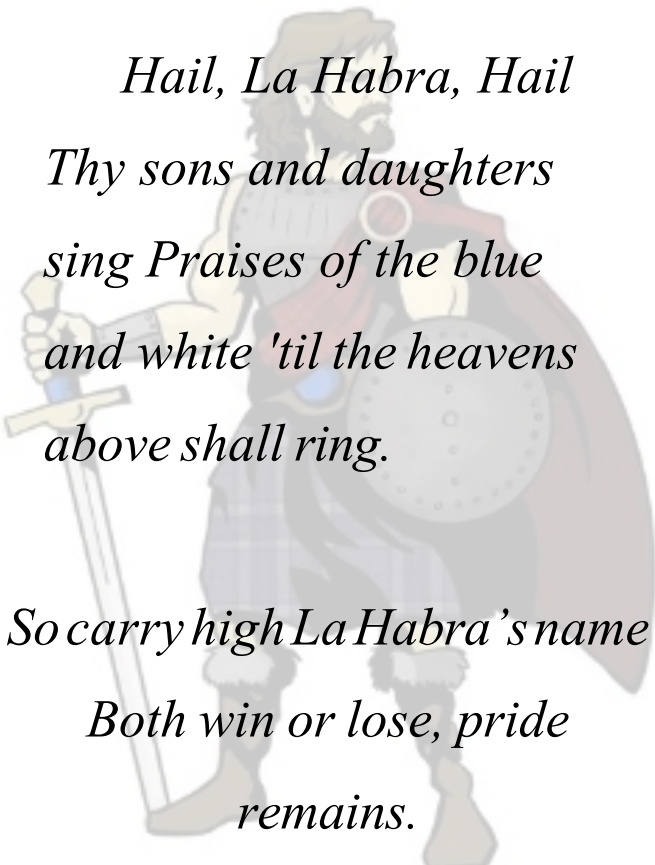
Senior Park



La Habra High School

"Rigor, Relevance, Relationships, Results"

Alma Mater



*Hail, La Habra, Hail
Thy sons and daughters
sing Praises of the blue
and white 'til the heavens
above shall ring.*

*So carry high La Habra's name
Both win or lose, pride
remains.*

*Hail to our alma
mater, Hail, hail,
hail!*

LHHS HiSTEP Program

Highlander Student Targeted Enrichment Program, or HiSTEP, is designed to support students who are struggling academically as well as reward students for their academic success.

Students who have earned a D, F, or a GPA below 2.9 based on reported grades will be placed in a Study Hall or Tutorial to provide them with extra time and support to study, complete work, and improve their grades. Students earning above a 2.9 GPA and no Ds or Fs will be rewarded with Long Lunch.

Your HiSTEP placement will be reevaluated every 5-week grading period. Schedules will be updated accordingly based on academic performance.

You may not earn your way out until the end of each 5-week grading period.

Placement in HiSTEP is also reliant upon a student's discipline record. If a student has 1 suspension, 2 or more Saturday schools, 3 or more unexcused absences (by individual period), or 6 or more accumulated tardies, he or she will lose the privilege of Long Lunch.

DIRECTIONS:

1. The week following each academic grading period (approximately every 5 weeks), your 2nd period teacher will post a roster with your new HiSTEP assignment.
2. Look at the HiSTEP class listed next to your name on this roster. You will either be assigned **Freshman Focus (first 3 Quarters of the school year only)**, **Study Hall**, **Link Crew**, or **Long Lunch**.
3. Go to your designated location identified on your schedule card when the bell rings signaling the end of 4th period. You will have approximately 5 minutes to get to your next location. If you are late, you face being sent to detention and therefore losing Long Lunch on Friday. If you do not attend your assigned HiSTEP location, you will automatically be assigned a Saturday School. Each unexcused absence from HiSTEP will result in a Saturday School. For example, if you are truant from HiSTEP four days in a row, you will receive four Saturday Schools.

FRESHMAN FOCUS:

Two days a week, Freshman Focus classes will be run as study halls. You are expected to bring material to study or assignments to work on. You must remain on task during the entire period and be working independently and silently. The other two days will be run by Link Crew leaders where you will participate in various Link Crew activities.

IF YOU ARE ASSIGNED STUDY HALL:

All four days of study hall you will be required to bring material to study or assignments to work on. You must remain on task during the entire period and be working independently and silently. Any disruption of a quiet learning environment will result in immediate removal from study hall and relocation to the detention room. This will also result in the loss of your long lunch on Friday.

LHHS HiSTEP Program (continued)

IF YOU ARE ASSIGNED A TUTORIAL:

All four days of tutorials, you will be required to bring subject specific material to study or assignments to work on. It will be teacher discretion whether this will be a quiet learning environment or one in which you will work together. Any disruption of this learning environment will result in immediate removal from study hall and relocation to the detention room. This will also result in the loss of your long lunch on Friday.

IF YOU ARE A LINK CREW LEADER:

Go to your designated location when the bell rings signaling the end of 4th period. You will have approximately 5 minutes to get to your next location.

IF YOU ARE ASSIGNED LONG LUNCH:

You will receive a new Long Lunch sticker from your 2nd period teacher at the start of each new 5-week period of HiSTEP. That sticker must be placed on the front of your ID card. You must show your ID card to any campus supervisors/teachers while on campus or leaving campus for lunch.

Socializing amongst Long Lunch students must take place away from the main halls as to not disturb HiSTEP classrooms. The only Long Lunch students in the HiSTEP classroom area are those that are voluntarily seeking extra help with teacher permission. If you have earned Long Lunch and would like to volunteer as an academic tutor in Tutorials, please see Mrs. Wheeler in Room 125 or Mr. Imlay in Room 104.

HOW TO CALCULATE YOUR GPA:

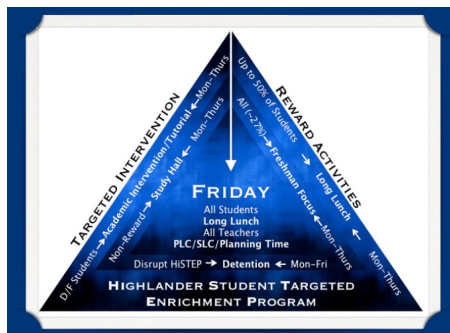
STEP 1: MULTIPLY EACH GRADE YOU RECEIVE WITH THE VALUE LISTED:

How many I have:	Grade Points Earned
A _____ x4	= _____
B _____ x3	= _____
C _____ x2	= _____
D _____ x1	= _____
F _____ x0	= _____

STEP 2: ADD YOUR GRADE POINTS EARNED. ADD 1 POINT FOR EACH HONORS/AP CLASS. THE ANSWER WILL BE YOUR TOTAL NUMBER OF GRADE POINTS.

STEP 3: DIVIDE THE TOTAL GRADE POINTS BY THE NUMBER OF CLASSES YOU HAVE GRADES FOR:

STEP 4: MY GPA IS



Recommended School Supplies

2021-2022

In order to be an organized, prepared, and successful student, we recommend that everyone have access to the following:

1. One 2” three-ring binder
2. Notebook dividers
3. Loose-leaf, lined paper
4. Blue or black ink pens and #2 pencils
5. A variety of colored highlighters
6. A ruler
7. A scientific calculator
8. Compass, protractor, and other materials for mathematics
9. A sturdy backpack to carry supplies and books
10. Face mask and hand sanitizer

* Your teachers may recommend additional supplies as the year progresses.

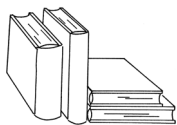


PUPIL SUICIDE PREVENTION HOTLINE (EC §§215.5, 48980):

The telephone number to reach the National Suicide Prevention Lifeline is (1-800-273-8255)

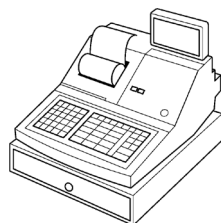
La Habra HS Textbook Policy

- ✓ Textbooks are checked out directly to students. Each student is responsible for his/her own books. This means that the textbooks must be paid for by the student even if the book was stolen or damaged by another person.
- ✓ Protect your books by avoiding using any liquids around them.
- ✓ Students should keep all textbooks covered. Please do not use any kind of sticky devices or tape on the inside covers.
- ✓ Students need to put their first and last name inside the front cover of all textbooks in ink immediately after the check-out process.
- ✓ If a student drops a class, it is the student's responsibility to return the textbook to the library. Please do not return textbooks to your teacher for any reason.
- ✓ Do not assume a teacher will be responsible for any textbooks left behind in a classroom.
- ✓ Students will turn in all textbooks at the end of the year and will be charged for any damage done to the textbooks or any lost textbooks.



ASB Sales and Fines

- ✓ All sales for any activities or events will be taken care of through the activities office.
- ✓ Discounts only exist if you have purchased an ASB card at the beginning of the year.
- ✓ There are no refunds for sales, unless approved by an administrator.
- ✓ Students that have fines on their student accounts will have their accounts locked and will not be allowed to make any further purchases until this balance is taken care of. This may include Homecoming, Sadie Hawkins, Prom, any new yearbook sales, Senior End of Year Activities, etc.
- ✓ There will be a fee for any returned checks, NSF, stop payment or otherwise. You may also lose the privilege of paying with a check for any further purchases.



Academic Honesty Policy

Plagiarizing and cheating are grounds for immediate dismissal at colleges and universities. They are also considered serious infractions at LHHS. Students who help others cheat or plagiarize are held to the same disciplinary process as those who commit the crime themselves. In each case, parents will be notified by the teacher, and a referral form will be sent to Administration.

The following consequences are in addition to the teacher’s consequences on the assignments:

1st Offense: Students who cheat on a test, quiz, or individual assignment will be assigned a Saturday School, along with a phone call home.

2nd Offense: Students who cheat a second time assigned a two Saturday Schools and will have a phone call home and/or parent meeting.

3rd Offense: Students who cheat a third time will be suspended from school and a parent meeting will be held.

Academic Honesty is...	Cheating is...
Using the internet and other library materials for insight and research. Rewording and rephrasing facts with proper documentation.	Copying word-for-word phrases or sentences from any source (including the internet). Not documenting information taken from sources.
Working together and discussing an assignment with classmates to develop ideas while still writing papers and completing assignments independently.	Copying portions of a classmate’s assignment or knowingly providing other students with material that can assist them in cheating.
Studying for the test with notes. Sharing ideas and notes on the material with classmates in preparation for the quiz/test.	Using any type of aid during a test that is not allowed including text messages, cheat sheets, notes, talking, wandering eye, etc.
Saying, “I do not know what is on the test” or “I’m not sharing test information.”	Sharing what is on a test or quiz you have just taken with students who still have to take it.
Having your parent/guardian sign your school paperwork.	Signing papers in your parent’s name.



Fullerton Joint Union High School District Graduation Requirements

Total: 217.5 Units

Class	Units
English	
English 1	10
English 2	10
English 3	10
English 4	10
Social Science	
World History	10
US History	10
Government	5
Economics	5
Math (30 Units Required)	30
Algebra 1	
Geometry	
Algebra 2	
Adv. Algebra & Trig	
World Language <i>or</i> Visual and Performing Arts	10
Science: (2 years required-10 Units-Physical Science & 10 Units-Life Science)	20
Geophysical Science	
Biology	
Chemistry	
Electives	65
Health	2.5
Physical Education	20

FOUR-YEAR ACADEMIC/CAREER PLANNING GUIDE

Name: _____ ID# _____ Grade _____ Grad Year _____ Date _____

9 th Grade		10 th Grade		11 th Grade		12 th Grade	
Required	Taken	Required	Taken	Required	Taken	Required	Taken
English		English		English		English	
World Lan or Fine Art		World History		US History		Gov't/Econ	
Alg 1		Geometry		Alg. 2		Pre-Cal H	
Science		Science					
PE		PE					

Summer School 8-9		Summer School 9-10		Summer School 10-11		Summer School 11-12	
Health							

FJUHSD GRADUATION REQUIREMENTS

CSU ADMISSION REQUIREMENTS

UC ADMISSION REQUIREMENTS

40 units English 4 years
 30 units Social Science (World History, US History, Government/Economics) 3 years
 20 units Science (Life and Physical) 2 years
 30 units Mathematics (with 10 units of Algebra I) 3 years
 10 units World Lang or Fine Arts 1 year
 20 units Physical Education 2 years
 2.5 units Health ½ year

- a. US History & World History - 2 years US History & Social Science - 2 years
- b. English - 4 years
- c. Math - 3 years (Alg. I, Geom, Alg. II)
- d. Laboratory Science (Biology, Earth Sci minimum)
- e. Language Other Than English (2 years of the same foreign language)
- f. Visual Performing Art- I full year course)
- g. Electives- 1 years or any college prep
- a.

65 units Elective
Units, 217.5 total

- English - 4 years
- b. Math - 3 years (Alg. I, Geom, Alg. II) recommended 4 years
- c. Laboratory Science (Biology, Chemistry Physics - recommend 3 years)
- d. Language Other Than English (2 years of the same foreign language - recommend 3 years)
- e. Language Other Than English (2 years of the same foreign language)

University of California & California State University

Minimum Admission Requirements

	A-G Requirements	Time	UC/CSU	HS
a	History/Social Science Two years of history-social science, including one year of world history, cultures & geography; and one year of US History or one half year of civics or American government	2 Years	2 Units	20 Credits
b	English Four years of college-prep English that include frequent and regular writing & reading of classic and modern literature. No more than one year of ELS-type courses can be used to meet requirement.	4 Years	4 Units	40 Credits
c	Mathematics Three years of college-prep mathematics that include the topics covered in elementary and advanced algebra and two and three-dimensional geometry	Required: 3 Years Recommended: 4 Years	3 Units	30 Credits
d	Laboratory Science Two years of lab science providing fundamental knowledge in two of these three core disciplines: biology, chemistry, physics	Required: 2 Years Recommended: 3 Years	2 Units	20 Credits
e	Language Other than English Two years of the same language other than English. Course should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition, and culture	Required: 2 Years Recommended: 3 Years	2 Units	20 Credits
f	Visual & Performing Arts (VAPA) A single yearlong approved arts course from a single VAPA discipline: dance, drama/theater, music, or visual art	1 Year	1 Unit	10 Credits
g	College Prep Electives One year in addition to those required in “a-f” above, chosen from the following areas: VAPA (non-introductory course), history, English, advanced math, lab science, language other than English (3rd year).	1 Year	1 Unit	10 Credits

High School Code: **051325**

Test Dates: www.collegeboard.com

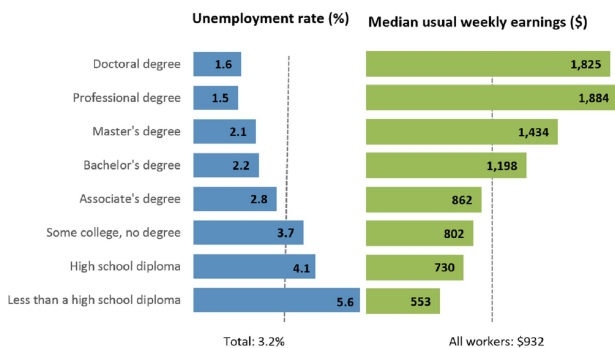
ACT Test Dates: www.act.org

Fee waivers are available. Visit the Guidance Office for more information.

9th Grade Checklist

- ☑ Be on time every single day, ready to learn
- ☑ Meet and get to know your counselor
- ☑ Monitor grades and attendance on ABI
- ☑ Create a 4-year plan including all A-G requirements, if in sports check your NCAA requirements
- ☑ Find out about all of the resources on our campus: Guidance Office, the Library, the Tutoring Schedule, etc.
- ☑ Get involved in at least one extra-curricular activity or sport
- ☑ Attend tutoring sessions with your teachers in order to understand the material even more than you do right now
- ☑ Attend Back to School Night and Open House so that your parents can meet your teachers
- ☑ Plan to take the ACT Plan/Explore along with the PSAT during your high school career in order to prepare for the SAT/ACT
- ☑ Read! Students who read on a regular basis built a stronger vocabulary and write at a much higher level than their peers. Strong readers are successful college students.
- ☑ Earn C grades or higher in each of your courses to avoid repeating classes
- ☑ Use this agenda to keep track of your homework assignments as well as other important dates and information
- ☑ If you are an athlete begin looking at NCAA Requirements

Unemployment rates and earnings by educational attainment, 2018



Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.
Source: U.S. Bureau of Labor Statistics, Current Population Survey.

10th Grade Checklist

- Be on time every single day, ready to learn
- Monitor grades and attendance on ABI
- Meet with your counselor to ensure that you are on-track to graduate and up-to-date with A-G requirements
- Continue to use all of the resources on our campus: Guidance Office, the Library, the Tutoring Schedule, etc.
- Get involved in at least one additional extra-curricular activity or sport
- Move ahead with your community service hours. This will become an important part of your college application.
- Attend tutoring sessions with your teachers in order to understand the material even more than you do right now
- Attend Back to School Night and Open House so that your parents can meet your teachers.
- Work on your writing skills as much as possible this year.
- Plan to take the PSAT in order to prepare for the SAT/ACT
- Attend SAT Prep classes offered through LHHS Counseling Department
- Keep reading! Create lists of your favorite authors and genres.
- Earn C grades or higher in each of your courses in order to be college-eligible. Aim for As and Bs to be college-competitive!
- Use this agenda to keep track of your homework assignments as well as other important dates and information
- Most colleges and universities look at your grades beginning your sophomore year, so make sure that you are doing everything possible to be a competitive applicant.
- If you are an athlete, begin signing up and register with NCAA



11th Grade Checklist

- ☑ Be on time every single day, ready to learn
- ☑ Monitor grades and attendance on ABI
- ☑ Meet with your counselor to ensure that you are on-track to graduate and up-to-date with A-G requirements
- ☑ Continue to use all of the resources on our campus: Guidance Office, the Library, the Tutoring Schedule, etc.
- ☑ Stay involved in at least one activity or sport. Aim to be an officer in your club or organization and put your leadership skills to work!
- ☑ Attend Back to School Night and Open House so that your parents can meet your teachers. Attend College Night to check out your favorite universities and meet the representatives.
- ☑ Keep working on your writing skills. Test scores get you into college; writing skills get you to college graduation.
- ☑ Read all the time. Take a book with you everywhere you go. Read on the bus, while waiting for the dentist, while serving detention. Read.
- ☑ Plan to take the SAT or ACT this year (*2nd semester*)
- ☑ Earn more As and Bs than you do Cs
- ☑ Use this agenda to keep track of your homework assignments as well as other important dates and information
- ☑ Visit every college and university that interests you! You can do this virtually through the wonderful world of the internet. In-person trips are even better.
- ☑ If you are an athlete and are expecting to play in college, make sure that all of your NCAA requirements are being met and that you have registered with their website.



12th Grade Checklist

- ☑ Monitor grades and attendance.
- ☑ Purchase your End of Year Senior Activities
- ☑ Clear all fines and holds early
- ☑ *Meet with your counselor to ensure that you are on-track to graduate. If you are behind, explore your credit-recovery options.*
- ☑ Continue to use all of the resources on our campus: Guidance Office, the Library, the Tutoring Schedule, etc.
- ☑ Stay involved in at least one activity or sport. Aim to be an officer in your club or organization and put your leadership skills to work!
- ☑ Keep going to tutoring!
- ☑ Attend College Night to solidify your application decisions.
- ☑ Make sure to find out when the deadlines are for early, regular, and late admission to colleges and universities.
- ☑ Plan to re-take the SAT or ACT this fall if you are not happy with your score.
- ☑ Aim for As and Bs to maintain good standing for your college of choice!
- ☑ Use this agenda to keep track of your homework assignments as well as other important dates and information.
- ☑ Complete the Free Application for Federal Student Aid (FAFSA) before March 2020. Apply for all scholarships!
- ☑ Graduate!!



LHHS Campus Policies

The following are Policies and Procedures of La Habra High School and Fullerton Joint Union High School District.

CLOSED CAMPUS

La Habra High School's campus is closed all day, 6:45am to 2:42pm. The campus is closed for all students during class time and break. Students not enrolled for a full day are required to leave campus after their last scheduled class. The following rules and regulations are in effect at LHHS; violation of these rules may result in disciplinary action.

1. Students are strictly prohibited from loitering at any time in residential areas surrounding the campus.
2. Students are to use the student parking lot at the west end of campus. You may only go to your car during lunch. If you park in the neighborhoods, this is considered off-campus parking and you do so at your own risk.
3. Leaving campus during break is prohibited.
4. Loitering or sitting in vehicles in the parking lot on campus will not be permitted. Students may not eat lunch in the parking lot.
5. Students are not permitted to be on campuses of neighboring elementary, intermediate or high schools at lunch or at any other time that these schools are in session.
6. La Bonita Park, west of the campus, is off-limits to students during school hours.

OPEN CAMPUS DURING LUNCH TIME

The governing board of the Fullerton Joint Union High School District, pursuant to Section 44808.5 of the Education Code, has decided to permit the pupils enrolled at La Habra High School to leave the school grounds during the lunch period. Students may use their cars during the lunch period only. Section 44808.5 of the Education Code further states: "Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section."

DRUG DOG

FJUHSD made the decision to utilize the services of “Contraband Detection Dogs or Drug-sniffing Dogs” at the campuses of all schools within the District beginning February 1, 2019. The Board of Trustees is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities.

California Education Code 49050, District [Board Policy \(BP\)](#) and [Administrative Regulation \(AR\) 5805.1](#) provide for the authorization of searches to protect the health and welfare of students and staff; such that, school officials may search students, their property (backpacks), and/or District property under their control and may seize illegal, unsafe, or otherwise prohibited items.

PARKING

Students are to use the student parking lot at the west end of the campus. Tickets will be issued for improper use of the student lot, such as reckless driving, illegal parking, and excessive speed over the limit of ten miles per hour. Students may go to their cars in the parking lot at lunch only. A Parking Permit fee will be charged for parking in the student lot. Students park at their own risk. Vehicles will be ticketed (or towed) if parked in the student parking lot without a valid permit.

Code of Student Conduct

In order to ensure a safe and orderly environment, all students are subject to the La Habra High School progressive discipline policy and Education Code 48900. As a student interacts with staff members, teachers, counselors, and administrators on discipline matters, measures will be clearly communicated to the student and the parents. The Progressive Discipline policy is a cumulative process extending over the entire semester and - in some cases - the entire academic year.

The California Education Code governs all public schools in California. Section 48900 states that pupils are subject to the jurisdiction of school rules:

1. While on school grounds
2. While coming to or going from school

3. During the lunch period, whether on or off campus
4. During, or while going to or coming from, a school sponsored activity.

The following infractions may warrant immediate suspension and may result in a referral to a Pupil Placement Committee or expulsion: Injury or threat of injury to persons; damage or theft of private or school property; possession or sale of firearms, knives, explosives or other dangerous objects or look-alike weapons; possession, use or sale of alcohol, any controlled substances or drug paraphernalia, sexual harassment, assault, or battery; harassment, intimidation, or threatening of a witness in a school disciplinary proceeding.

SEXUAL HARASSMENT: The School Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any student-related activity. Students should immediately contact a staff member if they feel they are being harassed. Any student who engages in the sexual harassment of anyone at school or at a school-related activity shall be subject to disciplinary action that may include suspension and/or expulsion. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Public displays of affection can also constitute sexual harassment. Please refrain from these behaviors in public and on campus.

CONDUCT AT ATHLETIC GAMES AND SCHOOL-SPONSORED ACTIVITIES: All students are reminded that school-sponsored activities, whether at school or off campus, are under the jurisdiction of the school regulations governing proper conduct, including the dress code. Smoking and drinking are strictly prohibited. Violation of the law or school regulations at any school function will result in disciplinary action up to and including suspension and/or expulsion.

INAPPROPRIATE ITEMS: Backpacks, notebooks, agendas, folders, magazine or papers in the possession of students may not promote tagging, gang or party activity. Tagging or drawing graffiti on these items is also prohibited. Students may not be in possession of permanent markers for any reason.

Any pocketknives, lighters, or any other dangerous object is not allowed on campus at any time. Consequences may include, Saturday School, Suspension and/or Expulsion from La Habra High School and FJUHS.

Anti-Bullying Policy

La Habra High School is committed to preventing and stopping school bullying and other hateful behaviors, this includes cyberbullying. Any content on social media that becomes an issue on campus can result in a school consequence. Ed Code 48900 now has specific language that prohibits any bullying and/or cyberbullying act.

Bullying as defined by www.stopbullying.gov - A federal government website managed by the U.S. Department of Health & Human Services.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- ✓ An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- ✓ Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- ✓ Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

What is Cyberbullying?

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

www.stopbullying.gov

District Hotline -

“Keep our Schools Safe Hotline” 1-800-924-SAFE (7233).

If you feel you are a victim of bullying, you may report the incident to

the administration and/or the School Resource Officer.

Consequences for being a bully may include, Detention, Saturday School, removal from sport team and or membership to school related club, Suspension and/or Expulsion from La Habra High School and FJUHS. If the issue becomes a legal issue, it will be forwarded to the La Habra Police Department.

Dress Code

It is expected that all students dress with appropriately and do not cause a disruption to the educational process. For the purpose of safety and continuity of the instructional program, we ask your cooperation in making La Habra High School a positive learning environment. While on campus or at any school-sponsored event, students shall be dressed following the dress code.

GENERAL GUIDELINES

Clothing that promotes gang affiliation, tagging, violence, weapons, or guns is forbidden. Students may not wear clothing that contains references to alcohol, drugs, or other harmful substances. Clothing must not have any nudity or other inappropriate logos or branding.

No Gang/Crew Attire: No hats or clothing representing anything with the letters "A," "G," "P," "M" and "W." Any sports teams or brands with logos with these single letters will be considered gang affiliation. The administrative staff also reserves the right to enforce dress code issues with any other gang-affiliated brands and styles.

SHIRTS & TOPS

Shirts must not have any inappropriate images (no nudity, drug insignia, etc). Pants must be worn at the waist and not hang down to the hip area. Skirts, dresses and shorts must be of an appropriate length as deemed by Administration and shirts/tops must be worn appropriately as deemed by Administration.

HATS/HEAD GEAR

Hats, baseball-type caps, or other headgear such as bandannas, visors or hairnets worn on campus or at school activities must follow school dress code guidelines. Medically/religiously approved, or approved by the principal/designee. Students may be required, per teacher discretion, to remove hats/beanies in the classroom. Shirts and sweatshirts with hoods are permitted, but the hood must be off the head while in school. Any

head dress outside the guidelines, or deemed inappropriate for school wear by any school official, will be confiscated and available for pick-up after school in the front office. Consequences will be given for defiance of dress code.

Along with receiving a consequence for defiance of the dress code, students that come dressed inappropriately may be asked to change their clothing and parents may be called to bring a change of clothes or take the student home to change.

The Administrative Staff will make final interpretation of the Dress Code. Any items of clothing or other items brought to school that are deemed by the Administration to be disruptive to the educational program are prohibited. These standards apply to all students when they are on campus or at any school-sponsored activity.

VIOLATIONS OF THE DRESS CODE WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION, which could include, a detention, Saturday School or suspension.

Attendance Policies and Procedures

Attendance Office is open from 7:30 am and 3:30 pm.

Personal Items

The Attendance Office cannot accept flowers, balloons, money, personal belongings and similar items on students' behalf. Thank you for not delivering or having these items delivered to the school.

Excused absences are:

Verified Illness, Medical Appointments, Recognized Religious Observances, Court Appearance and Funerals.

To Clear Absences:

Absences may be cleared by contacting the Attendance Office directly at (562) 266-5012 or (562) 266-5013, leaving a message or submitting a note written and signed by the parent/guardian. If you leave a message please state the student's name, ID number and the date and reason for the absence. All absences must be cleared within three (3) days or the absence will be considered unexcused. After three days a note may be submitted to the Attendance Office and will be reviewed by the APSS for approval. Approval after three days is not guaranteed.

If you are submitting a note please make sure to include the following:

- Students name, students grade, the date of the absence, the reason for the absence, signature of parent/guardian and parent/guardians contact number

Please be aware that we do not accept notes written by students and signed by the parent/guardian. Parents are welcome to write notes in their native language and doctor's notes are always accepted. If a student is absent for more than three (3) days due to illness, a doctor's note may be required. In addition, we cannot clear absences by email.

If a student needs to clear an absence from HiSTEP the student should see the HiSTEP coordinators in room 104 or 125 before school, during break, lunch or after school.

Early Release:

Parents may call the attendance office the day they need their student released or send a note with your student indicating the reason and time of release. All notes must be signed and dated with parent/guardian signature and contact information. With the high volume of visitors, telephone calls & messages to the attendance office, we cannot guarantee prompt releasing of students. We recommend parents call at least 30 minutes in advance.

You may report your student's all day absence by leaving a message on the 24 hour attendance hotline at (562) 266-5013.

If you have any concerns or questions regarding your student's absences, please contact our Assistant Principal of Student Services at (562) 266-5030.

Tardy Policy

Promptness to class is considered an important factor in the student's development. In addition, punctuality is necessary to the educational process because it reduces interruptions, increases time on task, and minimizes duplication of instruction. The Tardy Policy below reflects this philosophy.

First - Third Tardy

The teacher assigns a detention and reviews the problem with the student, advising him/her of the potential citizenship grade reduction and potential future Saturday School assignment.

The teacher speaks with a parent/guardian informing him/her of the problem, as well as the potential citizenship grade reduction and potential future Saturday School assignment.

Student may receive Detentions and/or Saturday schools every time they are tardy to class.

Sixth Tardy

After receipt of referral from teacher, administrator issues a two-hour Saturday School assignment and speaks with parent/guardian. The student may receive an “N” (Needs Improvement) citizenship grade.

Ninth Tardy

After receipt of referral from teacher, assigned administrator issues a four-hour Saturday School assignment and speaks with parent/guardian. The assigned administrator may hold a meeting with student and parents. The student may receive a “U” (Unsatisfactory) citizenship grade.

Twelfth Tardy

After receipt of referral from teacher, assigned administrator may issue a one-day suspension. A parent conference is held before the student returns to school. Other consequences and meetings will be taking place with administration and counseling team if this behavior continues.

As student continues to have issues being on time to class, the teacher may follow with a detention for every time student is tardy.

The outlined 4 steps are the various points at which an administrator will be involved in the process and helping to notify parents of the seriousness of the tardy situation.

A citation for truancy may be given by LHPD if students are not in school at the appropriate times.

Electronic Devices and Personal Items

Cell phones, iPods, MP3 players, CD players, cameras, radios, tape players, and other electronic devices may not be used during instructional time unless a staff member has given permission. If brought to school, cell phones may not be used during instructional time unless a staff member has given permission. Phone must be silent, not on vibrate.

Devices are not to be visible or on, for any reason during instructional time unless staff has given prior approval. This applies to earphones as well. Laser pointers are strictly forbidden. These rules apply from the moment a student steps onto the campus until the student leaves campus at the end of the day.

Pupils in violation of the device policy during class time will automatically have their device confiscated by their classroom teacher. The device will be turned in to administration at the end of the day. Students will need to go to the Front Office to receive their electronic device. The following are the consequences for violating this rule: For the first offense, students will receive a 2 hour Saturday School and will receive the device back.

For a second offense, students will receive a 4 hour Saturday School and will receive the device back.

For a third offense and beyond, electronic devices will only be given to parent/guardian and may result in multiple Saturday School Days and/or Suspension Days.

The Administration of La Habra High School strongly encourages all students to leave electronic devices at home. Expensive Smartphones, iPods, and other electronic devices are particularly tempting targets for theft. Parents are strongly encouraged to forbid their students from bringing these pricey gadgets to school.

La Habra High School is not responsible for personal items brought to school that are lost or stolen on campus.

LHHS Textbook Policy

Textbooks are checked out directly to students. Each student is responsible for his/her own books. This means that the student must pay for the textbooks even if the book was stolen or damaged by another person.

Protect your books by avoiding using any liquids around them. Students should keep all textbooks covered. Please do not use any kind of sticky devices or tape on the inside covers.

Students need to put their first and last name inside the front cover of all textbooks in ink immediately after the checkout process. If a student drops a class, it is the student's responsibility to return the textbook to the library. Please do not return textbooks to your teacher for any reason.

Do not assume a teacher will be responsible for any textbooks left behind in a classroom.

Students will turn in all textbooks at the end of the year and will be charged for any damage done to the textbooks or any lost textbooks.

ASB Sales and Fines

All sales for any activities or events will be taken care of through the activities office. Discounts only exist if you have purchased an ASB card at the beginning of the year. There are no refunds for sales, unless approved by an administrator.

Students that have fines on their student accounts will have their accounts locked and will not be allowed to make any further purchases until this balance is taken care of. This may include Homecoming, Sadie Hawkins, Prom, any new yearbook sales, Senior End of Year Activities, etc.

There will be a fee for any returned checks, NSF, stop payment or otherwise. You may also lose the privilege of paying with a check for any further purchases.

Academic Honesty Policy

Plagiarizing and cheating are grounds for immediate dismissal at colleges and universities. They are also considered serious infractions at LHHS. Students who help others cheat or plagiarize are held to the same disciplinary process as those who commit the crime themselves. In each case, parents will be notified by the teacher, and a referral form will be sent to Administration.

The following consequences are in addition to the teacher's consequences on the assignments:

1st Offense: Students who cheat on a test, quiz, or individual assignment will be assigned a Saturday School, along with a phone call home.

2nd Offense: Students who cheat a second time assigned two Saturday Schools and will have a phone call home and/or parent meeting.

3rd Offense: Students who cheat a third time will be suspended from school and a parent meeting will be held.

Academic Honesty is...

Using the internet and other library materials for insight and research.
Rewording and rephrasing facts with proper documentation.

Working together and discussing an assignment with classmates to develop ideas while still writing papers and completing assignments independently.

Studying for the test with notes. Sharing ideas and notes on the material with classmates in preparation for the quiz/test.

Saying, “I do not know what is on the test” or “I’m not sharing test information.”

Having your parent/guardian sign your school paperwork.

Cheating is...

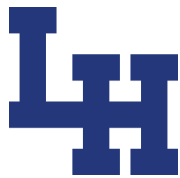
Copying word-for-word phrases or sentences from any source (including the internet). Not documenting information taken from sources.

Copying portions of a classmate’s assignment or knowingly providing other students with material that can assist them in cheating.

Using any type of aid during a test that is not allowed including text messages, cheat sheets, notes, talking, wandering eye, etc.

Sharing what is on a test or quiz you have just taken with students who still have to take it.

Signing papers in your parent’s name.



Notes

