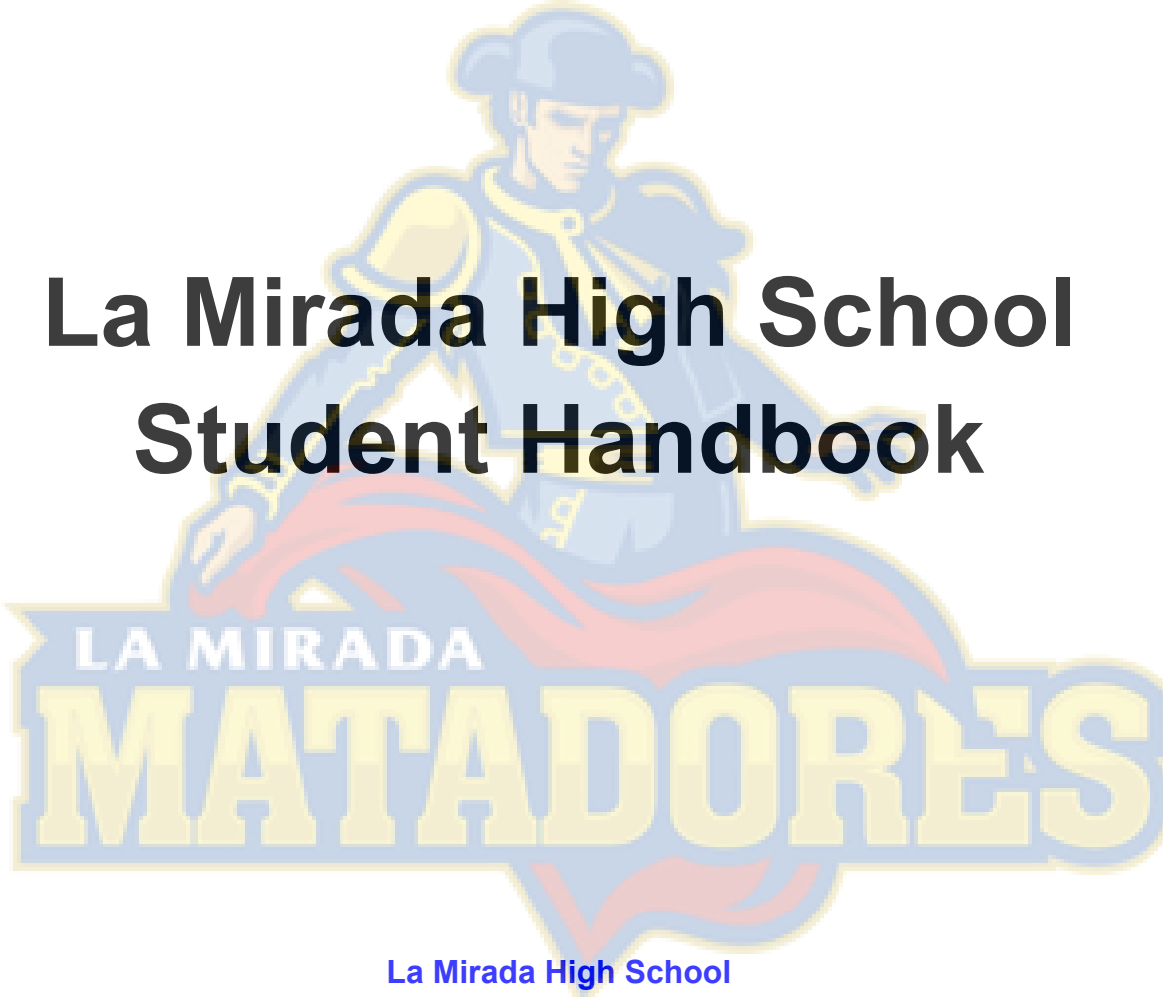




La Mirada High School Student Handbook

La Mirada High School

13520 Adelfa Drive

La Mirada, CA 90638

562-210-3315

ADMINISTRATION

Mr. Ben Webster Principal

Mr. Javier Gonzalez , Assistant Principal

Mrs. Janice Kroupa, Assistant Principal

Ms. Jacqueline Lucero, Assistant Principal

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ALMA MATER

All hail to Alma Mater
We pledge our loyalty,
All hail to La Mirada
Our school we honor thee.
Our pride in thee is strong
It stands for all to see,
All hail to Alma Mater
Hail, all hail, to thee.

GENERAL INFORMATION

La Mirada High School has enjoyed a tradition of parent and community support since its inception in 1959. Located on 43 acres, the school buildings are positioned in a circular design. The current student enrollment of approximately 2,000 reflects a well-represented mixture of ethnic, social, and economic backgrounds. Over one hundred seventy faculty and staff members work collaboratively to provide a safe and educationally sound environment for students. The school mascot, the Matador, is a symbol of strength, integrity, and pride. Students proudly sport the school colors of blue and gold. La Mirada High School is regularly recognized for outstanding student performance in extracurricular activities such as band, drama, choir, and athletics.

Library

The Library is open before school at 7:30 a.m., during snack and lunch, and after school until 4:00 p.m. each day. Students may check out books for personal use. Fines will be charged on lost, overdue, or damaged books or any loaned technology, including laptops and chargers (I.D. Card is needed to check out library materials.)

Deliveries to Students

In an effort to maintain a safe school environment and to minimize class and office disruptions, La Mirada High School will not accept deliveries of flowers, pizza, balloons, food, or drink items to students, nor may these items be delivered directly to students over or through the fence surrounding the school by parents, friends, or delivery personnel. This includes deliveries, such as Uber Eats, Door Dash, Postmates, Grubhub, etc. Any drop offs of food items may only be made by a parent/guardian and only for their specific child/student.

Lost and Found

Students who have lost or misplaced personal items or books should check the Lost and Found areas in the Student Services Office.

Textbooks

Any textbooks returned to the library will be credited to those students who were issued the textbooks. Students who return textbooks that were not issued to them will not be given credit for those books. An obligation for issued textbooks will remain on file until the proper book is paid for or returned.

Students who damage or deface textbooks with graffiti or other markings will be required to pay for the textbooks. Students will be responsible for replacing any textbook issued to them that is returned damaged. Textbooks damaged by graffiti will be confiscated, and the student will be charged for the replacement of the book.

If a book is returned and the Bar Code has been removed or damaged, a replacement fee will be charged to the student who was issued the textbook.

Student Insurance

Student accident insurance is optional. Forms for regular insurance and athletic school insurance will be available at the beginning of the year through the Physical Education Department or the Athletic Department.

Lockers

Lockers are available to students on a first-come, first-serve basis. For security reasons, all locks must be a **Master Lock 1525-V69**. Non-school locks will be **removed**, and the student WILL NOT be compensated. All lockers are the property of the Norwalk-La Mirada Unified School District and are thereby subject to search. Students are not permitted to share lockers, and all changes must be pre-approved. The student assigned to each locker will be responsible for all content in that locker. The school is not responsible for items stolen from the locker. ***Students who leave textbooks or personal items unattended are at great risk of losing their possessions.***

Physical Education

Those students in Physical Education classes (P.E.) students will be provided with a P.E. locker inside our locker rooms. For security reasons, P.E. locks must be a **Master Lock 1525-V69**. Students are urged to use these locks, not to keep valuables in their lockers, and to remove all articles over the weekend. All lockers are the Norwalk-La Mirada Unified School District's property and are thereby subject to search. **La Mirada High School is not responsible for items left unattended, lost, or stolen from PE lockers.** For safety and hygiene reasons, all students are required to change out of their school clothes into PE uniforms for PE class. For your convenience, you may purchase a PE uniform through the school or provide your own, which includes athletic shorts (minimum length of 6", no pockets, buttons, zippers, belt loops) and a Grey T-Shirt (no tank tops, no sleeveless tees and no advertising or logos).

It is the student's responsibility to clean and remove all belongings from their locker at the end of the school year (or when no longer enrolled at LMHS).

Free/Reduced Meal Program

Information regarding this program and application process is available on the district and school websites. Applications must be renewed each school year.

Visitors on Campus

All visitors and parents must obtain a Visitor's Pass from the Front Office. Students are not allowed to have visitors on campus. Brothers, sisters, cousins, or friends may not accompany students during the school day.

Students Attending La Mirada on Permit

All students attending La Mirada on a Permit are subject to permit review at the end of each semester and/or school year. Permit review criteria include the student's attendance, behavior, and grades, including GPA and being on track towards graduation. Permits may be reviewed and revoked at the end of each semester or school year. Additionally, all permits are subject to review at any time should class overloads occur. Permits may also be canceled for the following reasons:

- Falsification or misrepresentation of information.
- If excessive tardiness or absence occurs.
- If students are brought to school excessively early and/or left excessively late.
- If academic expectancy is not achieved or other conditions occur which would render continuance inadvisable.
- If behavior is not in compliance with standards established by the district and school policy.

CAMPUS PROCEDURES

Campus Security

In accordance with District Policy, La Mirada High School is a **closed campus**. Students are not allowed to leave campus during school hours for any reason unless they have secured an Outside Pass through the Attendance Office or have an approved sticker on their I.D. card indicating an Alternative Day schedule.

Students **MUST** carry their I.D. card **AT ALL TIMES** and show the card to security or staff upon request. ***Failure to possess an id while on campus or at a school function may result in the student receiving a Saturday school.*** Students are not allowed out of class during their scheduled class time without a valid hall pass. Students who violate these rules will be considered truant and are subject to disciplinary action.

Video Cameras

A closed-circuit video surveillance system is in operation throughout the campus to maintain a safe and secure learning and working environment.

Picture Release Form

Parents must indicate *yes* or *no* during online registration. This form allows the school to release student pictures for newspapers or other media.

Emergencies

La Mirada High School has a comprehensive Disaster Preparedness Plan. In an emergency, such as an earthquake or fire, school personnel will provide students with instructions.

School Parking Regulations

The student parking lot is to be used by all students who drive cars to the school. **WARNING: If you park in the lot, it is at your own risk.** All vehicles on LMHS property are subject to the laws and regulations of the State of California, the City of La Mirada, and the Norwalk-La Mirada Unified School District. ***The school district does not have insurance coverage and is not responsible for any damage to vehicles or lost or stolen items.*** The parking lot is out of bounds at **ALL TIMES** during school hours, EXCEPT when permission is granted by authorized school personnel.

-STUDENTS MAY NOT PARK IN THE STAFF PARKING LOTS

Bicycles and Skateboards

Bicycles and Skateboards are to be kept off the basketball courts and the central campus. Failure to adhere to these rules will result in a Saturday School. **WARNING: If you ride your bicycle or skateboard to school, it is your responsibility to secure it at your own risk.** The school district does not have insurance coverage and ***is not responsible for any damage to bicycles or skateboards.***

COUNSELING SERVICES

Alpha Counselors

Mr. David Hallum
Mrs. Deverine Mota
Mrs. Lisa Lopes
Mr. Daniel Sahagun
Mrs. May Nguyen

Students are assigned counselors by students' last names. Students should see their counselor every year, and frequent visits are encouraged.

Intervention Counselor

Mr. Jeff Arenzana

Wellness Coordinator

Ms. Elizabeth O'Donnell

College and Career Counselor

Ms. Maya Hamilton

La Mirada High School is committed to the belief that every student has the opportunity for growth and development. To ensure the success of that commitment, college and career counseling is available to students. Students who wish to receive counseling in college and career choices may follow the same procedures for seeing their counselor. The College/Career Center has complete information on college applications, scholarships, grants, etc.

Student Records (Changes, Transfers, and Withdrawals)

Because student records contain pertinent data and emergency information, it is imperative that the student information be kept current. Students/Parents **must** inform the school of any change in address or phone numbers by presenting proof of school residence such as utility bill, rental agreement, mortgage statement, etc., to the Registrar immediately. ***Telephone bills will not be accepted as proof of residency.***

When transferring or withdrawing, the parent/legal guardian **must** come into the Registrar's Office and fill out the appropriate form and follow all steps to complete check out. The student must turn in books and technology to the library and check out from each class with teacher grades.

Academic Achievement (Credit and Grades)

Student's mastery of content standards measures academic achievement through performance and has on class assignments and tests. Each semester class is worth 5 credits, and students must earn grades A-D to earn these credits. Graduation requirements are 220 credits, a GPA of 2.0. Students must receive a grade of "C" or better to qualify for A-G requirements.

Grade Point Average (GPA)

Each letter grade is assigned a numerical value (**A=4, B=3, C=2, D=1, F=0**).

Honors and Advanced Placement (AP) classes have a higher value for grades **A** through **C** (**A=5, B=4, C=3**).

Students maintaining a GPA far above average receive Academic Honors as follows:

- *Highest Honors - 4.0 GPA and above
- *High Honors - 3.75-3.99 GPA
- *Principal's Honor Roll - 3.5-3.74 GPA
- *Honor Roll - 3.0-3.49 GPA

Citizenship (Standards and Grades)

High school students are expected to behave maturely and responsibly in class and on campus at all times. Students who engage in the following unacceptable behaviors may receive an unsatisfactory mark (U) in citizenship: Citizenship communicates student behavior in the classroom and is not included on the transcript.

- A. Shows disregard for classroom rules and has little respect for public and personal property.
- B. Disturbs teachers and fellow students by consistent discourtesy and lack of consideration for others.
- C. Seldom has the necessary tools and materials and rarely works even with repeated requests.
- D. Does not conform to the appropriate standards of personal dress and grooming as established by District Policy and the La Mirada High School Dress Code.
- E. Has more than four unexcused truancies and/or tardies per quarter.
- F. Caught in an act of academic dishonesty such as, but not limited to, cheating or plagiarism.

Grades for citizenship will be issued to all students on grade reports as follows:

- O** Outstanding
- S** Satisfactory
- U** Unsatisfactory
- N** Needs Improvement

Grade Reports

Progress on student performance for the entire school year is reported by mail to parents quarterly during the school year (there are two semesters in each school year). Progress reports are mailed home at the end of the first and third quarters; grades on these reports are not recorded on the student's permanent record (PRC). Formal report cards are mailed home at the end of the second and fourth quarters (the end of each school semester). Grades on formal reports are recorded on the PRC. Earned credits are also recorded on the formal report card and the PRC. Copies of report card grades (transcripts) are available upon request. Grades are also recorded electronically and available to parents and students through the PowerSchool Parent/Student Portal.

Notice of Unsatisfactory Progress (Progress Reports)

The district mails this report home after the fifth week of every quarter. Comments on the report may address the need for students to improve in scholastic and citizenship areas. Students who receive such notices are advised to seek assistance from their teacher and/or counselor.

Graduation Requirements

The following graduation requirements are established to assure that all students receiving a diploma from the Norwalk-La Mirada Unified School District have demonstrated mastery in these essential skills. Students must also have a GPA of at least 2.0.

PLEASE NOTE: Graduation requirements differ for the current Senior class of 2022.

SUBJECT AREA	UNITS
Language Arts	40
Social Science	30
Science	30
Mathematics	30
Physical Education/Athletics	20
Fine Arts/Foreign Language/Practical & Technical Arts	20
<u>Additional Elective Units</u>	<u>50</u>
Total Minimum Units Required for Graduation	220

Students who experience loss of credits, which would affect their opportunity for graduation, are strongly encouraged to attend summer school or other District-sanctioned alternative education programs. All students must carry a full schedule (six-period day) for three and one-half years. A five-period day may be elected during the last semester of the senior year, provided students can project satisfactory completion of graduation requirements.

California State University/University of California A-G Requirements

- **History/social science ("a")** – *Two years*, including one year of world history, cultures, and historical geography and one year of U.S. history, or one-half year of U.S. history and one-half year of American government or civics.
- **English ("b")** – *Four years* of college preparatory English that integrates reading of classic and modern literature, frequent and regular writing, and practice listening and speaking.
- **Mathematics ("c")** – *Three years* of college-preparatory math, including integrating the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.
- **Laboratory science ("d")** – *Two years* of laboratory science providing fundamental knowledge in at least two of the three disciplines of biology, chemistry, and physics.
- **Language other than English ("e")** – *Two years* of the same language other than English or equivalent to the second level of high school instruction.
- **Visual and performing arts ("f")** – *One year* chosen from dance, music, theater, or the visual arts.
- **College-preparatory elective ("g")** – *One year* chosen from the "a-f" courses beyond those used to satisfy the requirements above or courses that have been approved solely in the elective area.

*Taken from the UC Website <http://www.ucop.edu/agguide/a-g-requirements/>

NCAA Clearing House Requirements for Athletes to be Eligible to Play at the College Level

DIVISION I 16 Core Courses 4 years of English. 3 years of mathematics (Algebra I or higher). 2 years of natural/physical science (1 year of lab if offered by high school). 1 year of additional English, mathematics or natural/physical science. 2 years of social science. 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).	DIVISION II 14 Core Courses 3 years of English. 2 years of mathematics (Algebra I or higher). 2 years of natural/physical science (1 year of lab if offered by high school). 2 years of additional English, mathematics or natural/physical science. 2 years of social science. 3 years of additional courses (from any area above, foreign language or comparative religion/philosophy).	DIVISION II 16 Core Courses (2013 and After) 3 years of English. 2 years of mathematics (Algebra I or higher). 2 years of natural/physical science (1 year of lab if offered by high school). 3 years of additional English, mathematics or natural/physical science. 2 years of social science. 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).
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https://web3.ncaa.org/ecwr3/???links.ncaa-play-college-sports_en_US??

Early Graduation Procedures

Under certain unique circumstances, a student may be considered for graduation at the end of the fall semester of the senior year pending the following:

1. Evidence of satisfactory educational or career goals that would be facilitated by such action.
2. Evidence of satisfactory high school or post-secondary course work, which supports these goals.
3. Evidence of satisfactory preplanning during the 2nd semester of the junior year, involving the student, parent, and high school counselor.
4. Evidence of acceptance and enrollment at a college or university at mid-year.
5. An appropriate application to the principal during the first quarter of the senior year.

Other steps that must be taken:

1. Student informs his/her counselor of interest in early graduation on, or prior to, the end of the spring semester in his/her junior year.
2. Counselor reviews credits to certify the possibility of the student meeting all graduation requirements by the end of the first semester of the 12th grade. Student will be required to enroll in a college-level English/Language Arts course to earn the ten credits required to meet the Language Arts 12 graduation requirement.
3. A counseling session is held with the student, parent, and counselor to consider:
 1. The advantages and disadvantages of early graduation
 2. Whether the student will participate in the graduation ceremony
 3. Information regarding cap/gown, announcements, annuals, etc.
 4. Students who have elected early graduation may attend all formal dances and graduation activities.
 5. After an agreement is reached, all will sign and submit the early graduation form to the Principal.
 6. Final approval by principal or designee

Alternative Programs

In some cases, the students' well thought-out plans do not work, and an alternative to the traditional high school program may be necessary. Students who must make up deficiencies due to failing grades are required to attend summer school, and at age sixteen (16) may be eligible to attend El Camino Continuation High School. Adult School is also available for students who are (16) years or older.

Independent Study

Independent Study is an optional alternative available to students whose educational needs may best be met through academic pursuits outside of the comprehensive classroom setting. The object is for each student to reach the highest level of educational achievement possible on an individualized basis. Students in Independent Study are actively involved in their own educational process and have the capacity to work at their own pace with the support of the Independent Study instructors.

Work Permit

State law requires that students ages fourteen (14) to eighteen (18) obtain a special **work permit** prior to employment. This permit may be obtained in the Student Services Office during snack and lunch. Work Permits are provided to students who are in good academic standing.

DISCIPLINE POLICY

Rules and guidelines are established to maintain an environment that is safe and conducive to learning. It is mandatory that students behave responsibly and respectfully toward all members of the staff and to one another in all areas of the school program: in the classrooms, on school grounds, and at all school-related activities. The Discipline Policy is a *guide* to be used by the school to ensure acceptable student conduct at La Mirada High School.

La Mirada High School participates in the Juvenile Citation Program in conjunction with the Los Angeles County Sheriff's Department. Under this program, students who are truant, cause physical harm to others, interrupt the learning process, possess illegal drugs, destroy school property, violate school safety laws, trespass, or loiter may be issued a Juvenile Citation. This Citation requires that the student appears before the Juvenile Traffic Court of the Los Angeles Superior Court adjudication. In court, the students may be fined (\$75 to \$1,000), required to participate in community service or to participate in diversion/violence reduction programs, and/or have his or her driver's license postponed or suspended. ***All rules and regulations apply to students from the time they leave for school in the morning until they return home; while on campus or attending school activities.***

Students are expected to comply with the following:

1. Respect the learning process, take pride in honest work, and maintain high standards of work habits and academic achievement;
2. Behave in a responsible, courteous, and respectful manner at all times;
3. Comply with all requests of teachers and staff members on campus.
4. Respect the rights and property of others;
5. Show respect and pride in the school by helping to keep it clean and free from graffiti and vandalism;
6. Remain on campus for the entire school day unless cleared through the Attendance Office; Stay within the designated areas of the campus during the school day and remain in the classroom until excused by the teacher;
7. Refrain from excessive public displays of affection;
8. Comply with the Dress Code;
9. No food or drinks in the classroom.

Use of Trained Dogs

In an effort to keep the schools free of drugs, the district may use specially trained nonassertive dogs to "detect" and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff areas in and/or around classrooms, lockers, vehicles within the student parking lots or at district-sponsored events, as long as they do not sniff any person. The above inspections shall be unannounced and may be made at the discretion of the superintendent or designee. High school students and parents/guardians shall be informed of this policy at the beginning of each school year. Dogs shall not be used in rooms occupied by persons except for demonstration purposes and with the

handler present. When used for demonstration purposes, the dog may not sniff any individuals and shall be well separated from the audience. Only the dog's handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or location, the student responsible for it shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought it onto district property shall be asked to unlock it for inspection.

DISCIPLINARY ACTIONS AND CONSEQUENCES

Arson

1. Any person who attempts to or sets fire to any building, locker, trash can, towel roll, etc., is guilty of a felony [P.C. 451, P.C. 452, and E.C. 48900(f)]. Any student found committing arson will be subject to any or all of the following disciplinary actions: Report filed with the Sheriff's Department and District Office;
2. Parent contacted;
3. Student suspension;
4. Student referred to Local Guidance Committee;
5. Students obligated to make restitution for damaged property;
6. Student referred to the District Guidance Committee for transfer or expulsion.

Assault & Battery

Any student or group of students hitting, attacking, or participating in physical abuse on school personnel or students is in violation of E.C. 48900(a1,a2) and P.C. 836.1 and are subject to any or all of the following disciplinary actions:

1. Sheriff's Department contacted and student arrested;
2. Parent contacted;
3. Student suspension;
4. Student referred to Local Guidance Committee;
5. Student referred to the District Guidance Committee for transfer or expulsion.

Breaking Suspension Rules

Students are considered in violation of suspension if they are on campus, within sight of the school, or in attendance at any school-related activity while on suspension. Students must be at home during school hours and cannot be on any school campus in the district. Any students found in violation of suspension rules are subject to any or all of the following disciplinary actions:

1. Parent contacted;
2. Student given an additional one (1) to five (5) days of suspension;
3. Student arrested;
4. Student referred to the District Guidance Committee for transfer.

Classroom/Campus Conduct

Any student who is disrespectful, insubordinate, disorderly, or who creates a disturbance, or is practicing poor conduct will be subject to any or all of the following disciplinary actions:

1. Parent contacted by teacher;

2. Student assigned detention/Saturday School (if available)
3. Conference with Administrator;
4. Local Guidance meeting held;
5. Student referred to the District Guidance Committee for appropriate action.

Dress Code (Consequences)

Students are expected to conform to the appropriate standards of personal dress and grooming as established by the District Policy and the La Mirada High School Dress Code. Each incident of a dress code violation (DCV) will subject the student to one or more of the following consequences:

1. Parent contacted, the student changes clothes, and student issued notification of the offense (1st offense);
2. Student assigned a one-hour Detention (2nd offense);
3. Student assigned a two-hour Saturday School, if available (3rd offense);
4. Student assigned a four-hour Saturday School, if available (4th offense);

Excessive Public Display of Affection (PDA)

Students found exhibiting excessive public displays of affection will be subject to any or all of the following disciplinary actions:

1. Parent contacted, and student issued a warning;
2. May be referred to administration for possible disciplinary action including, but not limited to, parent contact, referral, detention, or Saturday School.

Face to Face Confrontation

Students involved in any pushing, shoving, verbal abuse, or other intimidation will be subject to any or all of the following disciplinary actions:

1. Parent contacted;
2. Administration will determine disciplinary action including, but not limited to, parent contact, referral, Saturday School, community service, and suspension.

If the confrontation disrupts the safe operation of the school, the student(s) will be subject to a Saturday School assignment and/or other consequence, as determined by the Assistant Principal.

Fighting

Fighting on campus is an unacceptable way of resolving differences. Students who fight on campus are jeopardizing their opportunity to remain at La Mirada High School and will be subject to any or all of the following disciplinary actions.

1. Parent contacted;
2. Student placed on behavior contract;
3. Student suspension;

4. Student referred to Local Guidance Committee;
5. Student referred to the District Guidance Committee for appropriate action.

Firecracker & Explosives

Possession of explosive materials, firecrackers, cherry bombs, etc., is against State Law (P.C. 626.10, P.C. 12020). Students found in possession of any of these items on campus or at school-sponsored events are in violation of E.C. 48900(b) and will be subject to any or all of the following disciplinary actions:

1. Sheriff's Department contacted;
2. Parent contacted;
3. Student suspension;
4. Student referred to Local Guidance Committee;
5. Student referred to the District Guidance Committee for appropriate action.

Gambling

Any students found pitching coins, throwing dice, or engaging in any other kind of gambling will be subject to any or all of the following disciplinary actions:

1. Sheriff's Department contacted;
2. Parent contacted;
3. Saturday School

Graffiti

Any student who chooses to deface, write on, graffiti, or destroy school or private property is subject to all of the following disciplinary consequences:

1. Parent contacted;
2. District security notified;
3. Sheriff's Department contacted;
4. Student suspension;
5. All costs for repair and/or clean-up charged to parent/guardian;
6. Student referred to Local Guidance Committee;
7. Student referred to District Guidance Committee for transfer or Expulsion;
8. All forms of graffiti are stored on a disk, cataloged, maintained in a file, and shared with the Los Angeles County Sheriff's Department.

Harassment/Bullying of Students

La Mirada High School believes it is the right of every student to be in a safe, healthy, and tolerant environment. It is the duty of all La Mirada staff and students to promote acceptance and respect. It is also the responsibility of all staff and students to report incidences of bullying. This includes incidences of bullying by electronic methods (Social Network sites, email, and text messages.)

- **What is Bullying?**

California Education Code 48900 subsection "r" defines bullying as "Bullying is also one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined."

Bullying behavior includes, but is not limited to:

- Verbal--Hurtful name-calling, slurs, epithets, or insults based on status, teasing, gossiping, making threats, making rude noises, or spreading rumors;
- Written--Intimidating, threatening, or harassing letters, notes, or messages;
- Non-verbal--Written or recorded acts, posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions;
- Physical--Violent personal actions, including, but not limited to hitting, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, biting, spitting, or destroying property;
- Emotional--Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, using peer pressure, or rating/ranking personal characteristics;
- Cyber-bullying--Abusive language, threats, or harassment by one student to another that is transmitted by means of any electronic device* or communication, such as a message, text, sound, video, or image.

- **Bullying Disciplinary Action**

Bullying constitutes substantial interference with the educational environment, and disrupts educational opportunities, benefits, and programs for all affected students, and will NOT be tolerated.

Any students found to verbally abuse, bully, or harass another student, threaten another student with bodily injury, engage in any gang-type activity, or express ethnic/racial prejudice will be subject to any or all of the following disciplinary actions:

- A. Sheriff's Department contacted;
- B. Parent contacted;
- C. Student suspension;
- D. Student referred to Local Guidance Committee;
- E. Student referred to the District Guidance Committee for transfer or expulsion.

Students who act in violation of this policy and/or the law may be subject to discipline up to and including expulsion and/or referral to local, state, or federal law enforcement for criminal prosecution. Such disciplinary action shall be in accordance with District procedures and state and federal laws.

Incidences of bullying or cyberbullying will be acted upon when they relate to school activity or attendance and occur at any time, including but not limited to:

- On school grounds at any time
- En route to and from and during school or a school-sponsored activity
- Results in an interruption of the school day
- Impacts current students or staff members

- **Intervention and Reporting of Bullying**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. When the circumstances involve cyber-bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber-bullying.

The Board of Education expects students and/or staff to immediately report incidents of bullying, including harassment or cyber-bullying, to the principal or designee. Each complaint of bullying should be promptly investigated. If the complainant or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the student's parent should contact the Principal or the Superintendent's Designee. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider bullying. Reports can also be made through the school or district website. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in RR 5510 – Sexual Harassment (Students).

- **Confidentiality**

Reasonable efforts will be made to keep a report of bullying and the result of the investigation confidential. Witnesses should be informed of the confidential nature of the investigation and should be asked to refrain from disclosing the nature of the investigation to others.

- **Anonymous Reporting**

Reports of suspected bullying may be reported anonymously via the school or district's website or by calling and speaking with a school administrator. Reports may be made anonymously and documented and investigated, but formal disciplinary action *may not* be based solely on an anonymous report.

- **False Reports and Statements**

Intentionally false reports, use of the complaint process, or statement to defame a fellow student or staff member or any illegitimate reason will result in disciplinary consequences.

Leaving Campus or Classroom Without Permission

Students are not permitted to be out of class during class time without a valid hall pass. Students will not be permitted to leave campus without presenting to campus personnel an outside pass and valid I.D. card with a sticker indicating a shortened day. Any student found in violation will be considered *truant* will be subject to any or all of the following disciplinary actions:

1. Parent contacted;
2. Student attendance adjusted to truancy
3. Student assigned detention or Saturday school;
4. SART / SARB

Littering

Students throwing papers or leaving trash or food on campus may be cited for poor conduct and will be subject to any or all of the following disciplinary actions:

1. Parent contacted;
2. Student assigned detention or Saturday School
3. Cited for violation of P.C. 374.4.

Loitering

Students are not permitted to loiter in front of the school nor in restricted areas on campus. Students loitering may be cited for poor conduct and will be subject to any or all of the following disciplinary actions:

1. Parent contacted;
2. Student assigned detention or Saturday School;
3. Student cited by the Sheriff's Department.

Open & Overt Defiance

Students who persistently defy school rules or school authority or exhibit belligerence or hostility toward school authority or personnel are considered defiant and will be subject to any or all of the following disciplinary actions [E.C 48900(k)]:

1. Parent contacted;
2. Assigned detention or Saturday School
3. Student suspension;
4. Student referred to Local Guidance Committee;
5. Student referred to the District Guidance Committee for transfer or expulsion.

Out of Bounds

Loitering in any out-of-bounds areas by students during school hours is prohibited. Any students found in violation will be subject to any or all of the following disciplinary actions:

- A. Parent contacted;
- B. Student assigned detention or Saturday school;
- C. Saturday School

Profanity/Obscene Acts

Any student who uses obscene language, gestures, or engages in obscene and/or vulgar acts will be subject to any or all of the following disciplinary actions. [E.C. 48900(i)]:

- A. Student assigned detention or Saturday school;

- B. Student suspension if the remark was directed toward another student or school personnel;
- C. Student referred to Local Guidance Committee;
- D. Student referred to District Guidance Committee;

Possession of Electronic Devices

According to Board Policy 6530 and RR 5412

“Students may possess or use electronic devices, including but not limited to pagers, beepers and cellular/digital telephones, provided that such devices do not disrupt the educational program or school activity. Electronic devices shall be turned off during class time and at any other time directed by a District/School employee.”

1. Electronic devices may be used only during non-instructional time (before/after school, snack/lunch). However, there may be times during non-instructional time when students will be instructed not to use electronic devices, and they must put them away.
2. If an electronic device is activated during class time without prior approval from the teacher, it will be confiscated. For the first offense, the student may pick the item up at the end of the school day. For the second and subsequent offense, a parent or guardian must come to school and sign for the item. Offenses will be counted for any electronic device, not necessarily the same item.
3. Students are responsible for their electronic devices when bringing them to school. The District is not responsible and will not investigate lost or stolen electronic devices.
4. Any item not picked up will be donated to charity.

Camera Phones and Digital Cameras

Any student who attempts to use or uses a camera phone or camera in an improper manner is subject to school disciplinary measures as well as subsequent action from law enforcement. Improper uses of a camera/camera phone include but are not limited to taking pictures of students in compromising positions, using the camera to gain an unfair advantage on an exam, taking pictures of a student or faculty member without parental or school consent, and taking a picture of a student and posting it on a website. Additionally, consequences for video recording a fight include, but are not limited to:

1. Student suspension;
2. Sheriff's Department contacted;
3. Student referred to Local Guidance Committee.
4. Student referred to the District Guidance Committee.

Racial or Sexual Harassment

Any student found engaging in sexual harassment, including verbal, gestures, or physical contact, will be subject to any or all of the following disciplinary actions [E.C. 48900.2]:

- A. Sheriff's Department contacted;
- B. Parent contacted;

- C. Student suspension;
- D. Student referred to Local Guidance Committee;
- E. Student referred to the District Guidance Committee for transfer or expulsion.

Substance Abuse: Possession or Use (Board Policy 5495)

First Offense

On the first occasion of unlawful use, possession (except possession for sale or as the result of a school-related purchase, furnishing to another person, or offering, arranging, or negotiating to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and then either selling, delivering, or otherwise furnishing to any person another liquid, substance, or material and representing the liquid, substance, or material or a controlled substance, alcoholic beverage, or intoxicant), or being under the influence of a controlled substance, alcohol, or intoxicant of any kind, the involved student will be suspended and referred to the Local Guidance Committee for review. If, at the Local Guidance meeting, the student and parent commit to enrolling in a voluntary drug and alcohol education program, the student will be allowed to remain at the home school. The student and parent must show proof of enrollment within ten days of the Local Guidance meeting. If the drug and alcohol program is not completed within eight weeks, the student may be immediately be referred to District Guidance.

The above is in addition to the following actions:

- Sheriff's Department/School Safety contacted, and student cited;
- Parent contacted;
- Student referred to and recommended by Local Guidance Committee for transfer or expulsion;
- Student referred to the District Guidance Committee for transfer or expulsion.

Substance Abuse: Possession or Use (Board Policy 5495)

Second Offense

On the second occasion of unlawful use or possession (except possession for sale or as the result of a school-related purchase, furnishing to another person, or offering, arranging, or negotiating to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and then either selling, delivering, or otherwise furnishing to any person another substance, or material as a controlled substance, alcoholic beverage, or intoxicant), or being under the influence of a controlled substance, alcohol, or intoxicant of any kind, the principal will recommend the involved student to the superintendent for transfer to another school (if a drug and alcohol education class has been attended). If the student has already been transferred to a different school for violation of BP 5495 because of failure to enroll and complete the drug and alcohol program, the student will be recommended for expulsion from the school district.

The above is in addition to the following actions:

- Sheriff's Department/School Safety contacted, and student cited;
- Parent contacted;
- Suspension

Substance Abuse: Possession or Use (Board Policy 5495)

Third Offense

On the third or subsequent occasion of unlawful use or possession (except possession for sale or as the result of a school-related purchase, furnishing to another person, or offering, arranging, or negotiating to

sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and then either selling, delivering, or otherwise furnishing to any person another substance, or material as a controlled substance, alcoholic beverage, or intoxicant), or being under the influence of a controlled substance, alcohol, or intoxicant of any kind, the involved student will be recommended by the principal to the superintendent for expulsion from the school district.

The above is in addition to the following actions:

- Sheriff's Department/School Safety may be contacted, and student cited;
- Parent contacted;
- Student referred to and recommended by Local Guidance Committee for transfer or expulsion;
- Student referred to the District Guidance Committee for transfer or expulsion.

Substance Abuse: Possession or Use (Board Policy 5495)

Sales

Disciplinary actions for the unlawful sale, furnishing, or possession for sale, possession as the result of a school-related purchase, or furnishing of a controlled substance, alcohol, or an intoxicant of any kind will result in the following actions:

1. Appropriate law enforcement agencies shall be notified.
2. The involved student will be suspended from school pending a recommendation of either (1) expulsion from school by the Principal or the Superintendent, or (2) a report to the Board of Education from the Principal and/or Superintendent explaining why such recommendation of expulsion is inappropriate.

The above is in addition to the following actions:

- Sheriff's Department contacted and student arrested;
- Parent contacted;
- Student referred to and recommended by Local Guidance Committee for transfer or expulsion;
- Student referred to District Guidance Committee for transfer or expulsion.

Weapons

When students are at school, traveling to and from school, or at any school-related activity, they are not to have in their possession any weapons or instruments, including pepper spray, which may cause bodily harm. Any students found in possession of such an item will be subject to any or all of the following disciplinary actions [E.C. 48900(b)]:

1. Sheriff's Department contacted and student arrested;
2. Parent contacted;
3. Student suspension;
4. Student referred to Local Guidance Committee;
5. Student referred to the District Guidance Committee for expulsion or transfer to another school within the NLMUSD.

ACADEMIC HONESTY POLICY

Academic Dishonesty

The following actions are reflective of academic dishonesty and are subject to disciplinary action by the teacher, school, and/or district. Some offenses may be criminal in nature and therefore prosecutable under local, state, or federal laws.

- Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work
- Using or in possession of notes, aids, or another student's assistance to complete a test, a project, or other assignments in a way other than that expressly permitted by the teacher. Unless otherwise directed by the teacher, students should accomplish all assignments individually.
- Removal of a test or any assessment from the classroom without permission from the teacher
- Looking at another student's test, answer sheet, or other materials
- Copying from or allowing another student to copy from a test, homework, or other coursework – which is not intended to be collaborative in nature
- Tampering with an instructor's records of grades or scores
- Abusing the privilege of Internet access
- Accessing, deleting, modifying, transferring, or receiving computerized files without the teacher's authorization. A student may authorize another student to copy or transfer their electronic files for the purpose of study or discussion.
- Plagiarizing a material; that is taking the specific or general substance of another person's work or Internet research and offering it as one's own work without giving credit to the original author. Plagiarizing encompasses omitting references (either in the text or on a source page appearing at the end of the assignment) and/or paraphrasing an author without giving credit to that author for the use of his or her ideas. Paraphrasing is the student's use of an author's idea by rewording and/or rearranging that author's original text.

Disciplinary Action for Student Violation of the Academic Honesty Policy

Consequences for a student's involvement in an act of academic dishonesty may include one or more of the following actions:

1. The teacher will inform the parent of the infraction, and the student will receive an automatic zero (failing grade) on the assignment or test; no make-up work will be offered to compensate for the zero;
2. The student will be dropped from the class with an "F" (failure) and no credit if the student is involved in an act of academic dishonesty in the class where he or she is a student aide;
3. The student will serve a 4-hour Saturday School. The student will receive a "U" (unsatisfactory) in citizenship on the semester grade report;
4. The student may face suspension from extra-curricular activities including, but not limited to, sports programs, elected office, and appointed leadership positions;
5. The student may face expulsion from the NLMUSD;

6. The student may be removed from the course with a grade of "F" (failure), especially if this is a second offense;
7. Infractions will be recorded on the student's permanent discipline file;
8. Local, state, or federal law enforcement officials will be alerted in the event that the infraction is of a criminal nature.

DRESS CODE

The Board of Education requires all students attending district schools to be suitably groomed and wear neat, clean, safe, and appropriate clothing for school activities. If at any time a student's dress is such that it detracts from or disrupts the educational process, he/she may be required to return home to make appropriate changes in dress. Although the school is responsible for reinforcing the dress code, it is the parent's responsibility to ensure that students come to school properly groomed and attired.

The following items are **NOT ALLOWED** on the La Mirada High School Campus or any school-related events, such as after school and evening events, sporting events, summer school, and off-campus events:

- Immodest clothing, such as but not limited to halter tops, tube tops, tank tops with straps smaller than one inch and/or two fingers width, short shorts, sheer or see-through garments, bare midriffs, visible undergarments, and other items.
- Shorts, skirts, and holes in pants or shorts must be knuckle length on hand when arms are extended straight down, resting by side.
- Hats, caps, and beanies may not be worn inside the classroom, library, MPR, or gym.
- Pants or shorts that sit below the waist. Pants that cannot stay at the waistline or that cause undergarments to be visible. Pants must not exceed waist size by more than two inches. Pant cuffs that drag on the ground. Pants that have slits or frayed holes that display or focus on areas of private body parts.
- Shorts longer than knee length with white socks worn above the end of the shorts.
- Bandanas, hair nets, wave caps, and hoods. Each student must be identifiable and not concealed by headwear.
- Clothing that advocates violence, weapons, racism, or sexism or displays offensive, demeaning, or gang-related symbols or language, including jerseys. In addition, clothing, school supplies, or personal items promote tagging, gang or prison logos, or expressions. Clothing promotes the use of alcohol, drugs, cigarettes, or harmful substances.
- Chains that hang from clothing.

This policy applies to La Mirada High School students when they are on campus, at any school-sponsored event or activity, regardless of weather conditions. La Mirada High School reserves the right to amend the Dress Code Policy at any time during the school year or summer when it is in the student body's best interest to ensure safety and promote a positive learning environment. All students and parents are provided with information in the Dress Code policy at the time of student registration.

ATTENDANCE POLICY

Absences - Policy Statement (E.C. 48200, Board Policy 5113)

The staff at La Mirada High School is committed to providing an atmosphere that is conducive to positive learning for all students. A major goal of the entire staff is to maintain this environment and to foster and nurture school pride and self-discipline. An integral part of self-discipline is maintaining good attendance habits.

Every absence affects a student's learning experience. Although a few absences each year for illness and school business are unavoidable, the student should strive to be in class and on time each day. Family vacations during school days are considered parent violations (***unexcused absences***) and will be marked PV. ***Every effort should be made to schedule medical and dental appointments and family vacations during non-school hours or on student-free days.***

Students and parents are advised of attendance procedures as follows:

- A. **Absences must be verified by a phone call or written note from the parent within ten (10) school days of the absence.** Failure to do so will result in the absence being recorded as truancy (T), [B.P. 5113(II.b.2); CA Administrative Code, Title V, Section 306]. This may affect a student's participation grade or sports/activities eligibility for the next quarter/semester. **Under no circumstances will absences be cleared retroactively to enhance a student's eligibility for a current or previous quarter.**
- B. Parents will receive a phone call via the Attendance Office or the automated attendance caller when their child is absent.
- C. Attendance Office phone numbers to report absences: **(562) 210-3324, (562) 210-3325, (562) 210-3326**
- D. Students absent without a valid excuse for more than three (3) days (partial or full) in one school year, or late more than thirty (30) minutes for three or more periods in one school year, shall be classified as truant. Such students shall be reported to the administrator in charge of attendance [E.C. 48260; B.P. 5113(V.a)].
- E. To receive a student outside pass: Parent/guardian must report to the attendance department and check their student out with a valid excuse and proper ID.

Disciplinary Action for Attendance Infractions

- A. Unexcused absences in excess of 20% of the total days in any class may result in a grade of "F" for that class(es) [B.P. 5113(II.c.4)].
- B. Truancies are defined as absences without parent permission for either all or a portion of a given day. Students who are truant may be assigned Saturday School, be suspended for one to five (1-5) days, or cited.
- C. **Students who are truant for 4 or more days are classified by the state as "habitual truants" and may be referred to SART (School Attendance Review Team), SARB (School Attendance Review Board), and/or the D.A. (District Attorney)**

Tardiness – Policy Statement

Tardiness is a disruption of the learning process, not only for the student arriving late but also for the punctual students who must wait while the teacher completes the necessary corrections to attendance sheets and grade book. This is an inexcusable violation of the rights of students who deserve the full

instructional class time. ***Tardies of more than thirty (30) minutes will be recorded as absences*** and must be verified (as above).

Procedures to Limit Tardiness

In a continuing effort to ensure that students arrive at school and to class on time, Tardy Sweeps are conducted to support students being prompt to class. Students who accrue 8 tardies will be issued a 30 minutes detention. Detentions will be assigned weekly if the student continues to accrue additional tardies. Excessive tardies may result in the student and parent being referred to Student Attendance Review Team (SART).

If no improvement is achieved in a School Attendance Review Team (SART) hearing, student and parent can be referred to the School Attendance Review Board (SARB) for further action.

- Failure to serve tardy detentions will result in a SART meeting with student and parent.
- Students who do not serve their Detentions will be placed on the loss of privilege list,

LMHS Weekly Tardy Policy

- This policy applies to any tardies accumulated in one week during periods 2-6.
- 1st Period tardies will be monitored for different circumstances, and parent meetings will be held as necessary.
- **After-School Detention:** 3:45-4:25 **Lunch Detention:** 20 minutes
- Location for both After-school and Lunch Detention: **Room 561**

Weekly Tardy Consequences (Thurs - Wed)

- **1 Tardy = Notice sent to Parent**
- **2-3 Tardies = 20-minute After-school Detention**
 - On Thursdays or Fridays, parents will be notified of their students' detentions via PowerSchool Message Sender.
 - On Fridays, students will receive paper notices of their detentions in their 4th period classes.
 - Students will be given 5 days to serve their After-school Detentions.
 - Students will be given the option of Lunch Detention.
- **4-5 Tardies = 40-minute After-school Detention**
 - On Thursdays or Fridays, parents will be notified of their students' detentions via PowerSchool Message Sender.
 - On Fridays, students will receive paper notices of their detentions in their 4th period classes.
 - Students will be given 5 days to serve their After-school detentions.
 - Students will be given the option of Lunch Detention.
- **6-9 Tardies = 60-minute After-school Detention**
 - Students will be notified during the last 10 minutes of 2nd period that they must go to the office at the start of snack.
 - Students will be supervised while disposing of trash during snack.
- **10 + Tardies = Parent-Administrator Meeting**
 - **If a student doesn't follow through with an assigned consequence, a parent-administrator meeting will be arranged.**

LMHS Late Start Tardy Policy

- This policy applies for tardies to period 1 on Late Start.
- Students late to period 1 on Late Start will serve a 40-minute detention.
- **After-School Detention:** 3:45-4:25 **Lunch Detention:** 20 minutes

Location for both After-school and Lunch Detention: **Room 561**

STUDENT ACTIVITIES/ATHLETICS

General Information

The Associated Student Body Office is located in room 314 and is the center for student activities. Information about dances, rallies, or student government is available from the Director of Activities.

Student Government

The Associated Student Body (ASB) is the body responsible for student affairs, such as approving the organization of clubs and activities, selling ASB cards and dances. ASB officers are elected by the student body and are expected to conduct themselves in a responsible manner at all times.

ASB Elections

Anyone wishing to run for an ASB or class office must secure a petition from the Director of Activities or the ASB vice-president. These petitions are to be filled out and returned by specific deadlines. Candidates are required to follow campaign guidelines issued with the petition.

I.D. Card/ASB Sticker

Each school has been directed by the State of California to institute security measures on campus. ***One of those measures is that every student must carry his/her I.D. card with him/her at all times.*** I.D. cards will be available to students during Program Verification; otherwise, they may be picked up at the Finance Office. The Finance Office can replace lost I.D. cards for a replacement fee.

The ASB sticker may be purchased and is the passport to the activities program at La Mirada High School. It provides a real bargain in fun, entertainment, and social activity, allowing special discounts on the yearbook (*La Capa*), admission to all regularly scheduled home athletic events, plays, dances, and other school activities. The ASB sticker must be attached to your I.D. card. Your ASB monies pay for the total activities program. SHOW SUPPORT AND SAVE MONEY!

Clubs and Activities

There are a variety of clubs and activities in which students may participate at La Mirada High School. Club sign-ups are usually held at the beginning of the school year, but most clubs allow students to join by

attending any meeting and signing up. Meeting times are announced in the daily bulletin. A list of clubs and activities is posted in the ASB Office as well as on the school website.

Co-Curricular Programs -

Co-curricular programs are related to, or in direct support of, the general school program or are part of a specific class that is offered for credit during the instructional day. Programs such as forensics, band, student government, drama, athletics, and pep units fall into this category. Co-curricular activities are programs that are associated with the curriculum in a regular classroom.

Dances

School dances constitute some of the social activities during the school year. Classes and clubs sponsor dances, and the admission price is reduced for ASB sticker holders. All dances are for La Mirada High School students; however, guests are allowed for some dances. Guest passes for dances must be obtained from the Director of Activities and approved by Administration before any ticket may be purchased. Guests must be in high school with a valid high school ID. Guests 21 years of age or older **WILL NOT** be allowed to attend. All guests are required to have a picture I.D. Tickets for all dances that are held by the Student Body of La Mirada High School, or by any club or organization will go on sale in advance to students with an I.D. card and ASB sticker. *Dances are considered a school activity regardless of the location and/or time of day.*

Extracurricular Activities

Extracurricular activities are programs that are not specifically related to a class/course, whose primary function is of a social nature, which falls outside of the normal school day. Special interest clubs are traditionally considered extracurricular activities and have the following characteristics:

- A. The program is supervised or financed by the school district.
- B. Students participating in the program represent the school district.
- C. Students exercise some degree of freedom in the selection, planning, and control of their program.
- D. The program includes both preparation for performance and performance before an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit, and do not take place during classroom time.

Co-Curricular and Extracurricular Eligibility

The Board of Education believes that the primary function of the school is to provide a well-rounded basic educational program designed to meet the needs of students, parents, and the community. Students shall be provided the opportunity for academic and intellectual growth in an atmosphere that provides and encourages the development of responsibility, interpersonal relationships, and emotional and physical well-being. Participation in extracurricular and co-curricular activities is a vital part of a student's educational, personal, and physical growth.

A student's success in school depends upon the individual development of responsibility for academic achievement, citizenship, and regular attendance. In order to help maintain a balance in the development of individual responsibility, standards of achievement and conduct are necessary.

The co-curricular and extracurricular activities designated for this purpose include, but are not limited to, the following:

- All Athletic Teams
- CSF
- Band (Jazz/Honor)
- Clubs
- Dance Team
- Powder Puff
- Pep Units, Tall Flags/Drill Team, and others
- Choir (choral groups)
- ASB (elected and appointed offices)
- Honor Guard
- Drama
- Dances

Extracurricular and co-curricular activities are intended to engage students in experiences that enrich their academic, physical, and cultural development and/or interests. NLMUSD provides an Athletic and Extracurricular Handbook which all students must comply with.

Probation: Co-Curricular and Extra-Curricular

Students who do not achieve satisfactory educational progress in the previous grading period will remain eligible to participate in extracurricular and co-curricular activities during a probationary period. The probationary period shall not exceed one quarter in length. Students, who do not achieve satisfactory educational progress during the probationary period, will not be allowed to participate in extracurricular and co-curricular activities in the subsequent quarter.

Ineligibility: Co-Curricular and Extra-Curricular

Students who fail to meet district-adopted academic, citizenship, and attendance requirements shall be ineligible the following quarter.

- A. The parents or guardians of each student who is removed from an activity as a result of ineligibility shall be notified.
- B. Students enrolled in performance activity classes, i.e., all athletic teams, band, chorus, dance, tall flag, drill team, forensics, cheer/song/pep leader units, ASB/class officers, and drama may be allowed to remain in the class but will be ineligible for participation and performances.

CIF Eligibility

The California Interscholastic Federation (CIF) sets the minimum standards for eligibility. Academic eligibility will be determined at the end of each grading period by the Assistant Principal of Activities according to the following criteria. **The student must be currently passing four courses or equivalent and meet the grading period minimum GPA of 2.0 on a 4.0 scale.** Failure to meet one or both of the academic criteria will result in the student-athlete being placed on academic probation for the following grading period. Failure to meet one or both of the academic criteria for a second consecutive grading period will result in the student or athlete being deemed ineligible for the following grading period. Students not passing four classes are automatically designated as ineligible. Effective July 1, 1994, "A student must be successfully progressing toward the graduation requirements and maintain a grade point average as set forth by the local board of trustees."

Administrative Ineligibility

At any time during the school year, the administration may declare any student immediately ineligible, when he/she has been suspended or arrested for the use or possession of narcotics, alcohol, weapons, assault against a teacher, school employee or other students, or as a result of any situation that the administration feels is serious enough to require such action.

Suspensions

A student is not allowed to participate in social or extra/co-curricular activities while he/she is on disciplinary suspension.

Members of groups that represent our schools such as sports teams, pep squad, drill team, band, tall flags, ASB, or other activity groups, must be aware that any information or rules governing the school under section 48900 of the CA Education Code, such as prohibitions against alcohol, drugs, cheating, theft, fighting, etc., also govern these groups, and that any infractions are grounds for suspension or removal from these groups. Additionally, the student may be prevented from representing the school in any school, district, state, or national event.

Appeals

Students shall be provided with the opportunity for a timely hearing and appeal through the following procedures:

- A. At the initial stage, La Mirada High School, will address the concern through a meeting involving the appropriate staff member, student, and assistant principal (and ultimately the principal).
- B. If a student/parent desires to appeal a site-level decision, he/she shall initiate that appeal in writing, citing the reasons for the appeal.
- C. In all cases, final appeals rest with the superintendent, or his/her designee, and the Board of Education.

COVID-19 SCHOOL POLICIES & PROCEDURES

The health and safety of our students, staff, and families are of the utmost importance. The on-campus school will look much different than previous years due to new health and safety measures. This plan is based on current guidance from public health officials, state agencies, and the Norwalk La Mirada Unified School District and may be updated throughout the year.

Safety Protocols

In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings

- Students and staff will be asked to wear a mask during the following:
 - While in the classroom anytime, including before, after school, and between classes
 - While on school grounds indoors
 - While on school busses
- Students will be provided, by the district, two reusable cloth face coverings. It is highly recommended that each student come to school with additional face coverings in the case that one becomes unsanitary.
- Surgical masks will be available for any student who does not come to school with a face covering.

Health & Safety Precautions

The safety of our employees and students is our first priority. Our school has been completely cleaned and disinfected and will continue to adhere to all necessary safety precautions. In addition, the cleaning steps outlined below will be implemented on a routine basis to disinfect. Custodians will follow proper guidelines for cleaning, and disinfection of school campuses, including:

- Common touch surfaces will be cleaned regularly (e.g., countertops, door handles, restrooms, student desks, student chairs, etc.)
- Physical barriers have been installed in front office areas where face-to-face interaction with the public occurs.
- Staff and students will be expected to wash/sanitize their hands regularly.
- Every classroom and employee work area will be provided hand sanitizer to use.
- Schools will avoid the sharing of supplies and equipment between students. Students are to take home all personal items for cleaning daily. Should equipment need to be shared, it must be sanitized before and after each use by different students and/or staff.
- Signage will promote healthy hygiene practices and reminders to stay home when ill.

Temperature Check & Illness

If at any point a student's temperature is over 100.4 degrees they will need to go home. Any student who feels ill or is symptomatic will also need to go home.

- Any student with a temperature and any student who feels ill or is symptomatic will be escorted to each school's designated room. Students will be socially distanced in the waiting room with a face mask on until a parent or guardian arrives to pick them up.

School Facilities

- During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups.

COVID-19 Related Discipline Procedures

Safety is of the utmost importance. The above COVID 19: School Policies and Procedures have been implemented for the health and safety of our students, staff, and families. The following interventions and safety protocols have been put in place for students who do not follow the above policies and procedures, including wearing a mask at all times indoors:

- 1st Occurrence: Student Warning
 - 2nd Occurrence: Parent Phone Call
 - 3rd Occurrence: Parent, student, and admin conference
 - 4th Occurrence: Parent to pick up the student from school
 - Further Occurrences: Conference with student, parent, and administration.
- Students who repeatedly do not follow the above policies and procedures may be required to attend Norwalk La Mirada's Independent Studies Program.

Social-Emotional Wellbeing of Students

District and school staff are committed to supporting students' social-emotional wellness and offering resources to ensure students transition back to school smoothly. Support may include social-emotional learning, building relationships, virtual community-building activities, and increased access to mental

health/wellness services. Families and schools will work together to evaluate how students are feeling and assess their individual needs to provide the support students need during these challenging times. On-campus, students will have access to their alpha counselor, intervention counselor, as well as our school's Wellness Counselor.

*Student Handbook and COVID policies and procedures will be updated as needed based upon input from NLMUSD, LACOE and County/State health mandates***