



Lathrop Intermediate School

Home of the Spartans

2019 - 2020

PARENT – STUDENT HANDBOOK

“Alone we can do so little; together we can do so much.” -- *Helen Keller*

Lathrop Intermediate School

1111 S. Broadway
Santa Ana, CA 92707
(714) 567 – 3300
www.sausd.us/Lathrop

Respect

Responsibility

Safety

LATHROP INTERMEDIATE SCHOOL HOURS

School Office Hours: 7:00 a.m. to 4:30 p.m.
 Student School Hours:
 • Regular Days: 8:10 a.m. to 2:27 p.m.
 • Modified Days & Wednesdays: 8:10 a.m. to 1:22 p.m.



TELEPHONE DIRECTORY

LATHROP INTERMEDIATE SCHOOL		
Administration	Name	Phone Number
Principal	Mr. Flores	(714) 567-3311
Assistant Principal	Ms. Baxter	(714) 567-3328
Assistant Principal	Mr. Nagele	(714) 567-3326
Counseling Staff		
Counselor, Last Names (A – L)	Ms. Fosado	(714) 567-3300
Counselor, Last Names (M – Z)	Mr. Raya	(714) 567-3300
Student Services Secretary	Ms. Calderon	(714) 567-3327
Student Support Services		
Office Manager	Ms. Mancilla	(714) 567-3311
Registrar	Ms. Hernandez	(714) 567-3331
Attendance Technician	Ms. Cherif	(714) 567-3317
Site Clerk	Ms. Mora	(714) 567-3339
Cafeteria Supervisor	Ms. Lara	(714) 567-3321
Nurses	Ms. Long & Ms. Aguilar	(714) 567-3315
Psychologist	Ms. Van Horn	(714) 567-3301
Learning Center Librarians	TBD / Ms. Contreras	(714) 567-3361
Computer Technicians	Mr. Duran & Mr. Torres	(714) 285-2050
Family and Community Engagement Liaison	Ms. Ramirez	(714) 285-2002
Engage360 Coordinator	Mr. Garza	(657) 383-3179

Visit us on: <http://www.sausd.us/lathrop>

Follow us on:



Lathrop Intermediate School Calendar

2019 – 2020

August/September 2019	October 2019
<p>August 12 – First Day of Instruction August 14, 21, 28 – Modified Days September 2 – Holiday: Labor Day September 5 – Back to School Night September 4, 6, 11, 18, 25 – Modified Days September 20 – Progress Reports via mail</p>	<p>October 2, 9, 16, 23, 30 – Modified Days October 7 – Student Free Day/Parent Conferences</p>
November 2019	December 2019
<p>November 1 – Student Free Day November 6, 13, 20 – Modified Days November 1 – Progress Reports via mail November 11 – Holiday: Veterans Day November 25-29 – Holiday: Thanksgiving</p>	<p>December 4, 11, 18, 19, 20 – Modified Days December 20 - End of 1st Semester December 23 - 31 - Holiday: Winter Recess</p>
January 2020	February 2020
<p>January 1 - 3 – Holiday: Winter Recess January 6 – First Day of Spring Instruction January 8, 15, 22, 29 – Modified Days January 20 – Holiday: Martin Luther King, Jr. Day</p>	<p>February 5, 12, 19, 26 – Modified Days February 10 – Holiday: Lincoln Day February 17 – Holiday: Washington Day February 21 - Progress Reports via mail February 21 - Student Free Day</p>
March 2020	April 2020
<p>March 4, 11, 18, 25 – Modified Days</p>	<p>April 6 - 10 – Spring Recess April 1, 15, 22, 29 – Modified Days April 17 – Progress Reports via mail April 30 – Open House</p>
May 2020	June 2020
<p>May 1, 6, 13, 20, 26, 27, 28 – Modified Days May 25 – Holiday: Memorial Day May 28 – Last Day of Instruction May 28 - End of 2nd Semester May 29 – Student Free Day</p>	

LATHROP INTERMEDIATE BELL SCHEDULE

REGULAR DAY SCHEDULE

First Lunch		
Breakfast	7:30 - 8:00 AM	
Warning	8:10	8:15
Period 1	8:15	9:11
passing	9:11	9:15
Period 2	9:15	10:08
passing	10:08	10:12
Period 3	10:12	11:05
1st Lunch	11:05	11:36
passing	11:36	11:40
Period 4	11:40	12:33
passing	12:33	12:37
Period 5	12:37	1:30
passing	1:30	1:34
Period 6	1:34	2:27

56
4
53
4
53
31
4
53
4
53
4
53

Second Lunch		
Breakfast	7:30 - 8:00 AM	
Warning	8:10	8:15
Period 1	8:15	9:11
passing	9:11	9:15
Period 2	9:15	10:08
passing	10:08	10:12
Period 3	10:12	11:05
passing	11:05	11:09
Period 4	11:09	12:02
2nd Lunch	12:02	12:33
passing	12:33	12:37
Period 5	12:37	1:30
passing	1:30	1:34
Period 6	1:34	2:27

MODIFIED DAY SCHEDULE

First Lunch		
Breakfast	7:30 - 8:00 AM	
Warning	8:10	8:15
Period 0	8:15	8:45
passing	8:45	8:49
Period 1	8:49	9:26
passing	9:26	9:30
Period 2	9:30	10:07
passing	10:07	10:11
Period 3	10:11	10:48
1st Lunch	10:48	11:19
passing	11:19	11:23
Period 4	11:23	12:00
passing	12:00	12:04
Period 5	12:04	12:41
passing	12:41	12:45
Period 6	12:45	1:22

30
4
37
4
37
4
37
31
4
37
4
37
4
37

Second Lunch		
Breakfast	7:30 - 8:00 AM	
Warning	8:10	8:15
Period 0	8:15	8:45
passing	8:45	8:49
Period 1	8:49	9:26
passing	9:26	9:30
Period 2	9:30	10:07
passing	10:07	10:11
Period 3	10:11	10:48
passing	10:48	10:52
Period 4	10:52	11:29
2nd Lunch	11:29	12:00
passing	12:00	12:04
Period 5	12:04	12:41
passing	12:41	12:45
Period 6	12:45	1:22



HOME OF THE

SPARTANS



WHAT DOES

BEING A

SPARTAN

MEAN?

WALKING
THE
TALK

SERVICE
ABOVE
SELF

FAIRNESS
IN
EVERYTHING
WE DO

TENACITY
TENACITY
TENACITY



A THIRST
FOR LEARNING
AND
SELF IMPROVEMENT

BENEFIGENCE
BENEFIGENCE
BENEFIGENCE
BENEFIGENCE
BENEFIGENCE

THE COURAGE
TO DEAL WITH THE
DARKNESS
WITHOUT LOSING
FAITH
IN THE
SUNSHINE

STRIVING
FOR
EXCELLENCE

GOING THE
EXTRA
MILE

PERSONAL
ENGAGEMENT

ATTENDANCE POLICY

The number one determining factor in a student's success is their time applied to learning. When they miss school they miss valuable learning. Spartans are personally engaged and go the extra mile.

It is the student's responsibility to be present and on time every day to each class. Following any absence, the student must bring a note written and signed by a parent/guardian to the Attendance Office before school. Parents/guardians should call the Attendance Office whenever a student is absent. Please telephone the 24-hour absence line:

714-567-3317

The Attendance Office is open every morning before school. If a student does not bring a note, or if his/her parent/guardian has not called, the absence will be unexcused and the parent/guardian will receive an automated phone call home from the District.

The State of California recognizes the following types of absences:

- **Excused/Illness**: Student illness, medical & dental appointments, and attending the funeral of an immediate family member (parents, siblings or grandparents). Please make every effort to made medical & dental appointments for after school so that the student will not miss out on instructional time.
- **Non-illness-excused**: Observance of religious holiday, court appearance, or family emergency.
- All other absences are **unexcused**. **Truancy** is an unauthorized absence from school or a class period (an absence without the parent's/guardian's knowledge or permission.)

The following measures will be taken if a student has three or more absences:

- Students will be put on a Daily Attendance Contract.
- Parents will be required to attend a S A R T conference at the school with:
 1. Attendance Technician
 2. Counselor
 3. Assistant Principal and/or
 4. Other personnel
- Parents will be required to meet with the district attorney (if the problem continues).
- The student and his/her parent/guardian will be required to attend a Student Attendance Review Board (SARB) hearing.
- The student and his/her parent/guardian may be cited to go to court. The court process may result in monetary penalties.



Please also note:

- After a student is absent three consecutive days, the student may be required to bring a doctor's note. Absences for reasons other than those listed above are considered unexcused.
- Teachers are not obliged to accept work from students with unexcused absences or truanancies.
- Unexcused absences may lower a student's grades due to work missed. Students are accountable for work missed due to absences.

WIN (What I Need) Program:

The WIN program will be held on Saturdays from 8:00 a.m. – 12:00 p.m. The number one determining factor in a student's success is the amount of time applied to learning. This program is designed to recover attendance for students who have missed a day of school and may also be assigned in lieu of suspension as a means of intervention. Students who do not meet the criteria may also attend the WIN program to receive support for a course, to explore topics that may interest them, or to enhance their overall learning and knowledge. Our WIN program is just one more way that we are working to support students in preparing for high school, college, careers, and life. Come join us for fun and instructive Saturday WIN.

TARDY POLICY

The school day begins promptly when the tardy bell rings at 8:15 a.m. Students who are tardy to school will report to the Front Office for a Tardy Slip.

Habitual tardiness will lead to disciplinary action which can include any or all of the following consequences: Administrative Detention, Extended School Day, Saturday School Program (WIN), Parent Conference, Student Study Team (SST) and/or Student Attendance Review Board (SARB).

SANTA ANA UNIFIED SCHOOL DISTRICT UNIFORM POLICY

In order to provide a *safe environment* conducive to learning and a college going culture a dress code has been implemented by all Intermediate Schools within Santa Ana Unified School District. At Lathrop, we are proud of who we are. The way we dress is just one way that we show that pride each and every day. Safety and Spartan Spirit starts with our attitude each day but is visibly modeled by what we wear and how we carry ourselves.

The Lathrop Intermediate School uniform policy is based on **Santa Ana Unified School District Administrative Regulation 5132**, which includes the basic expectations for good grooming and behavior (for example, clean clothing in good repair, shoes, no cutoffs, no distracting clothing, no ripped, torn clothing, etc.).

How we dress shows that we are Learning Ready.

Our Dress Code provides for:





- A safe and secure school environment.
- A learning mindset, rather than a fashion mindset. ☺
- School Pride. We are proud and capable Spartans!

This regulation does not allow:

- The use of obscene or gang-related gestures.
- The wearing of apparel or combination of items of apparel associated with gangs or other similar groups or organizations; **this will result in an administrative meeting.**
- The wearing of apparel with personalized names or nicknames, or other personal references.
- The wearing or possession of gang-related jewelry or accessories; and/or any style or manner of grooming which by the nature of its color, arrangements, trademark, or any attribute disrupts school operation:
 - is generally accepted as obscene or vulgar by the community at-large,
 - has reference to alcohol, drugs, other harmful or controlled substances,
 - displays offensive language or symbols (for example, words or symbols that portray images and/or are suggestive of sexual, racial, ethnic, or other similar references),
 - presents an imminent danger of injury to persons or property on or near school property or at school-sponsored activities,
 - is associated with a gang/group whose pattern of criminal or other anti-social activities causes the potential for the disruption of a safe, secure, and peaceful environment on the school campus or at school-sponsored activities whenever these activities are on or off the school campus.

LATHROP STUDENT UNIFORM AND DRESS CODE POLICY

All students are required to adhere to the Student Uniform/Dress Code Policy on a daily basis. Students' clothing and personal hygiene must not cause a distraction to school activities, create a hazard to the safety of others, and/or invade the rights of others. At no time, may students alter the intended wear of their clothing.

<p>Shirts</p>	<p>Collared shirts may be the following colors:</p> <ul style="list-style-type: none"> • Dark blue, gray, white, dark green, black • Spirit shirts may be worn • High school shirts may be worn • College shirts may be worn <p>The expectation is that Spartan Scholars will not wear plain T shirts or pro-sports logos.</p>	
<p>Pants</p>	<p>Pants, shorts and skirts may be the following colors:</p> <ul style="list-style-type: none"> • Dark blue, khaki, black <p>The expectation is that Spartan Scholars will not wear ripped pants or shorts, athletic shorts, sweat pants, tights (except under skirts) or blue jeans.</p>	
<p>Shorts</p>	<p>Shorts and skirts must touch the bottom of your longest finger when your arm is fully extended and may NOT be cut-offs. There must be a sewn hem in all shorts, skirts and pants.</p>	
<p>Jackets/ Sweatshirts</p>	<p>The expectation is that Spartan Scholars may wear sweatshirts of any color but they must not be offensive. Hoods must be kept down indoors.</p> <p>Lathrop Intermediate apparel is always acceptable.</p>	
<p>Belts</p>	<p>Belt buckles must be free of any initials or inappropriate insignias.</p>	
<p>Shoes</p>	<p>For safety, good athletic shoes are recommended. Shoes must be closed toe. No slippers, slipper boots, platform shoes, moccasins or sandals.</p>	
<p>Piercings / Plugs</p>		<p>For safety reasons spiked earrings may not be worn and hoops may NOT be larger than a quarter. Additionally, any piercings considered unsafe or distracting by the administration are not be allowed.</p>
<p>Hair and Makeup</p>	<p>Hair styles must not be distracting. Hair must not be shorter than a "2" Blade.</p> <p>Light makeup is permitted but must not be distracting.</p> <p>Makeup must be applied at home; it should not be on campus.</p>	

❖ **SUGGESTED “SPARTANS’ TOOLS FOR EXCELLENCE (Remember, Spartans strive for excellence always)”**

- **One hard cover three ring binder** (Binders must be free of photographs, drawings, stickers, profanity, or anything else that might be distracting to our learning.)
- At least one divider for each class within the same binder
- Loose leaf, lined paper for each class (8½ x 11 inches)
- Spiral notebook of **Graph paper** for Mathematics
- Pencil pouch and two sharpened pencils with erasers
- Black, red, and blue ballpoint pens (2 each)
- Colored pencils or crayons
- A sturdy backpack – NOT a purse or shoulder bag!
- Textbooks as needed for each class
- 12 inch / metric ruler
- P.E. uniform
- Earbuds or headphones



WORDS TO LIVE BY...

The equation for success in school and life is fairly simple. And, we all know that Spartans prefer to keep things more straightforward and simple (though we do not run or turn from the difficult). If we all follow these simple rules we will have a successful experience here at Lathrop and beyond:

1. **Show up!** Be in school on time and every single day. 50% of success in school and life is simply showing up.
2. **Do the work, all of it!** The other 50% of success is doing the work, both classwork and homework. What we do does not have to be perfect. In fact, when we make mistakes on our work this is helpful for us as it shows us where we need to concentrate our efforts to assist you in your learning efforts.
3. **Be kind to each other!** Kindness matters! School and life can be hard enough. Over our experiences together here at Lathrop we will get to know each other fairly well. We have the opportunity to be each other’s best supports. This is much easier when we are kind with each other. We can and will sometimes have conflicts. If we work from kindness we can work through those more quickly and with more lasting positive results.

So, the equation for success at Lathrop and beyond is: Show up! + Do the work, all of it! + Be kind to each other! = Success



ITEMS NOT ALLOWED ON CAMPUS

Spartans are learners first and foremost. We must all bring our learning tools daily. Though learning tools can cover many things, they do not include any of the items described below.

Students should only bring to school items which are required for their classes. Students should **not** bring **any** of the following items to school for any reason:

- Permanent markers or white-out
- Graffiti on clothing, backpack, agenda, notebook, skin or other personal property
- Scissors, knives, any other type of cutting tool, matches, lighters, fireworks, drugs, alcohol or any other dangerous object
- Gum, candy, or sunflower seeds
- Aerosol cans or glass containers of any type
- Perfume, cologne or other scented oils
- Balloons, flower arrangements, stuffed animals, food, or any other distracting items on special occasions



No Graffiti

No Names

No Dates



CELL PHONE POLICY and PHONE USE

Cell phones—many people have them. They can connect us to each other. They can be entertainment tools; they can be learning tools; they can be distractions. Remember, Spartans are **Learners First**. With that in mind...



CELL PHONES MUST BE TURNED OFF DURING SCHOOL HOURS, unless permitted by the teacher for class use.

Cell phones are permitted to be used off campus and when permitted by a teacher for class use. Improper use of cell phones will result in confiscation of the cell phone until the parent meets with an administrator. Taking pictures and/or videos is only permitted for instructional purposes with teacher consent. Any unauthorized use may result in immediate school consequences.



There are school phones located in every classroom and office on Lathrop's campus. School telephones may be used in emergencies under staff supervision. Only emergency messages approved by an administrator will be delivered to students. Please call (714) 567-3300 in case of an emergency and request that a message be delivered to your child.

Please be aware of the following:

- If a student brings any of the items listed above without written approval from the principal, the item will be confiscated.
- A parent meeting with an administrator is required in order to retrieve any confiscated item.
- Items not retrieved by parents by the last day of each month will be donated to a charitable organization.
- The school is not responsible for ANY prohibited items confiscated, taken or lost.



CHROME BOOK CONTRACT

Technological resources, including mobile devices are provided for the purpose of supporting the educational experience and mission of the school. The school's goal in providing these resources is to promote educational achievement by facilitating creative thinking, resource sharing, scholarship, research, and communication as we prepare our students for success in the 21st century. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies. Students are expected to use the mobile devices provided them, along with all other technology devices in a respectful, responsible, and legal manner at all times. Refer to "Access for All – 1:1 Chromebook Program" contract for more details.

LEARNING CENTER

The Learning Center is open daily to support student success. Students may use the Learning Center for studying, reading, and research. A student visiting the Learning Center during class must obtain a pass from his/her teacher to be permitted access. Students who do not return library materials to the Learning Center on time and in the condition in which they were issued will be fined. All fines must be paid within a reasonable time.

Students may be able to use the Learning Center computers during, before and after school. A "Student Internet Access Parent Permission Form" must be in the student's file before a student may use the internet. Any student who abuses the Internet Policy will receive appropriate consequences.

WALK THE RIGHT WAY

There are many students at Lathrop Intermediate. In order to maintain a safe environment for everyone, please follow the appropriate route. When coming down from the second floor, use the main staircase. When going up to the second floor, use the two side staircases. When exiting the first floor, exit through the side door by the room 104. When entering the first floor, use the doors in the commons area from the lunch area.

PASSING PERIOD BEHAVIOR

1. Walk the Right Way.
2. Do not run at any time.
3. Keep moving --- NO STANDING AROUND!
4. "Walk and Talk."
5. Keep hands, feet, books, closed electronic devices, etc., to yourself.
6. If an adult speaks to you, STOP, Listen, and Follow Directions.
7. Don't interrupt any classroom or office.
8. When the bell rings, it signals the beginning of class and you need to be inside your classroom.



PERIOD BY PERIOD TARDIES

Students are expected to be in class before the tardy bell rings. Students who are tardy will be marked tardy. Students who are on time to class benefit from maximizing the provided instructional time and show respect for their education and towards their teacher and peers. Habitual tardiness to classes will result in disciplinary action such as the lowering of the behavioral grade, after school detention, Saturday School Program, parent conference, School Attendance Review Team, School Attendance Review Board. We encourage you to be on time to class and be engaged in instruction from bell to bell.

HALL PASSES

During class time, all students must have a Hall Pass, signed and dated by a staff member, whenever they are out of class, or an official Lathrop teacher pass.

10 / 10 RULE

No students are allowed to be in the hallways to go to the restroom within the **FIRST 10** or **LAST 10** minutes of each period. This is **PRIME Learning Time!**

SPARTAN STUDENT PLANNER EXPECTATIONS

- ❖ Every student is to have their electronic agenda in every class on their device.
- ❖ Every student will write the Class work and the Homework in their electronic agenda during each class as directed by the teacher.

HOMEWORK EXPECTATIONS

At Lathrop Intermediate School, homework completion is expected.

- Teachers will determine homework needs
- It is intended to reinforce learning that has taken place
- Homework supports students' mastery of a subject
- All students must use Google Calendar to record daily, the homework for each class
- Students are expected to complete all of their homework neatly, accurately, and to the best of their ability



Parents are urged to ensure that students complete homework at a table with bright light, and no distractions from music, television, phone calls or food. When done with homework, students are encouraged to spend 15 to 30 minutes on MyON, a schoolwide reading program. For access or more information, please contact Learning Center staff.

GRADING PERIODS, PROGRESS REPORTS AND REPORT CARDS

The school year at Lathrop Intermediate School is divided into two semesters. Students will receive a progress report, following each 6 week grading period, and a final report card at the end of each semester. Thus, progress reports and report cards are mailed home 6 times per year. If progress reports or report cards have not been received, via mail, within two weeks of the following dates, Lathrop Intermediate School's counselors should be contacted by a parent/guardian.

Semester 1 Grading Dates:

1st Grading Period Progress Report: September 20, 2019

2nd Grading Period Progress Report: November 1, 2019

Semester 1 Report Card: December 20, 2019



Semester 2 Grading Dates:

4th Grading Period Progress Report: February 20, 2020

5th Grading Period Progress Report: April 17, 2020

Semester 2 Report Card: May 29, 2020

PARENT PORTAL: ACCESSING STUDENTS' GRADES ONLINE



The ability to monitor students' grades, attendance and any assignment information can now be securely viewed from your Internet Browser at home. We are providing this access through our Aeries Parent Portal. This secured access requires an Internet connection and a confidential user name and password issued to the parent by the school. Please see your child's Counselor for login information.

Spartans are Tenacious and Resilient. We keep our eyes on the end goals and what it takes to achieve them. Here are some of the goal criteria for High School Readiness.

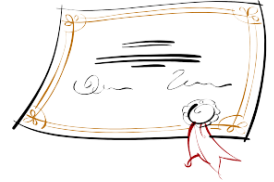
PROMOTION AND HIGH SCHOOL READINESS CRITERIA

At Lathrop Intermediate School, in order to be High School ready, students must:

1. Pass a minimum of 9 of 12 semester classes per year with an academic grade of an A, B, C, or D.
2. Maintain good citizenship and classroom behavior. Students should work hard to earn Outstanding or Satisfactory marks.
3. If a student receives 4 or more semester “F”s, a Board of Review meeting will be held to determine whether the student will be required to attend summer school, repeat the current grade level, or receive an irregular promotion to the next grade level.
4. 8th grade students must meet ALL of these requirements to participate in end-of-the-year 8th grade activities.

Activities will be denied for:

- Failing Grades
- Behavioral Referrals
- Tardies/Truancies



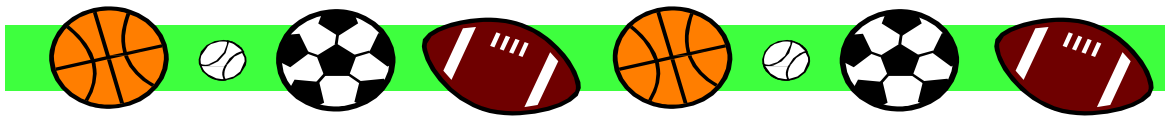
STUDENT ACTIVITIES

Lathrop Intermediate School is pleased to offer a variety of fun, engaging activities to our students. Students are encouraged to get involved with one of the campus clubs and/or be involved in athletics. Student co-curricular activities include the Student Leadership Council (Associated Student Body) and Yearbook. Research supports that students who are involved in extra-curricular activities have a higher degree of success in school than those students who don't, so join a club, try out for a team, and get involved!

ATHLETICS

Lathrop Intermediate School offers students the opportunity to participate in an intramural sports program. Teams practice under the supervision of a qualified coach and compete against one another in games leading to District Tournaments. Please see the Engage 360 Coordinator to obtain a parent permission form. Each year, students may join the sports teams listed below:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cross Country Football Volleyball	Girls' Basketball Boys' Soccer	Boys' Basketball Girls' Soccer Track & Field



PE Uniforms

Physical Education [PE] is a required part of the Lathrop Intermediate School curriculum and is part of every student's schedule. The PE uniform, including T-shirt and shorts, as well as appropriate shoes are required for participation in Physical Education and it is required that each student dresses out (wears their PE uniform) on a daily basis. If a student happens to forget his/her uniform, a clean, loaner uniform will be provided for use during the class period. Any time a uniform is forgotten, a 30 minute PE detention will be assigned, to be served on the following Tuesday after school in a PE classroom. Failure to not serve the detention will result in further consequences by the administration. PE uniforms are for sale throughout the year or you may check with your PE teacher for information regarding appropriate attire for PE. Your school uniform is NOT to be used for PE. Your PE uniform is **NOT to be worn under** your school uniform.



P.E. Lockers

Students are issued P.E. lockers where they may store their P.E. clothes. Students are responsible for their property and should make sure that their lockers are kept secure at all times. Lathrop retains its ownership rights to all lockers and may, at any time, inspect them and confiscate items that are not allowed on campus.

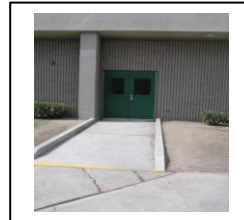
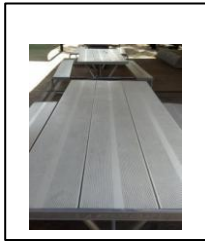
To help protect belongings, students should:

- Never share the assigned locker.
- Memorize the assigned locker number and combination.
- Keep the combination private and never share it with anyone.
- Report to his/her P.E. teacher immediately if something is missing.



LUNCH EXPECTATIONS

- All students are required to eat in the **lunch area** and sit appropriately at the lunch tables. Students are not to eat in any areas other than at a table. *(Be Safe)*
- No students are allowed in the hallways during lunch without a pass. *(Be Responsible)*
- All drinks and food items (opened and unopened) must be thrown away in the trash cans before going to class. *(Be Responsible)*
- When walking through the lunch line, students are to be single file and have a **Voice Level 1**, whisper. *(Be Respectful)*
- Any student found in possession of extra food will have consequences by an Administrator. *(Be Responsible)*
- Students may not loiter beyond the yellow lines. *(Be Safe)*



Please be respectful, responsible and safe by placing all trash in the appropriate trash bin.

Spartans are Fair in Everything we do, Beneficent and Kind. We understand that our actions impact others and we act to help and support our Spartan Community.

BULLYING AND CYBER BULLYING

Bullying and Cyber bullying (Texting, Internet, Facebook, etc) is when a child, preteen or teen is tormented, threatened, harassed, humiliated, and embarrassed or otherwise targeted by another child, preteen or teen verbally or by using the Internet, interactive and digital technologies or mobile phones.

Any form of bullying is a crime and may be punishable by arrest. Parents are highly recommended to monitor regularly their student's electronic devices.





EMERGENCY DRILLS

During the school year, evacuation drills will be held in order to practice leaving classrooms in the event of an emergency. The procedure to be followed differs depending on the nature of the emergency. Instructions for the drills will be given by faculty members and are posted in every classroom. In case of a major disaster, students will not be released unless picked up by an individual listed on the Emergency Card.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



PARENT CONFERENCES



Parents are invited to schedule individual student/teacher/parent conferences before school, after school, or during teachers' prep period. Selected parent conferences are held in October. Parents may also contact teachers via e-mail. Contact information is listed on the school website. It is crucial that parents attend parent conferences when requested. Parents are partners in student success.

HEALTH INSURANCE

The Santa Ana Unified School District does not carry student health insurance on students for accidents occurring on campus. If you have no medical insurance, it is suggested that you consider purchasing accident insurance. It is inexpensive and available through many insurance companies in the community. Our Health Office may be able to assist you in finding an affordable insurance plan.

TEXTBOOKS

Textbooks are provided free of charge and students are expected to keep them in good condition during the year. Students will be expected to return all books issued to them in good condition and replace textbooks at their personal expense should they become lost or damaged. Each student must clear his/her textbook or library record before grades will be issued or school functions can be attended.

FOOD SERVICES

Lathrop Intermediate School is proud to offer the following food services to students:

- **Breakfast:** Served from 7:30 a.m. to 8:00 a.m. every day. All students are eligible to receive breakfast free of charge.
- **Lunch:** Students are eligible to receive lunch free of charge, or they may bring their lunch to school.

LOST AND FOUND

Lost and found is located in the Counseling Center and Learning Center. Items such as purses, wallets, watches, money, and articles of clothing which do not belong to you should be turned in to the Counseling Center. Items such as books, Chromebooks, notebooks, etc. should be turned in to the Learning Center. Students who have lost personal property should check to find out if their missing items have been turned in. Items not claimed by the end of each month will be donated to a charitable organization or discarded.

Lathrop Intermediate School is not responsible for any items confiscated, stolen, and/or lost, or that are damaged.



SCHOOL EXPECTATIONS

Positive **B**ehavior **I**ntervention **S**upport

At the start of the school year, all students will receive a presentation in which expectations will be reviewed. During this time, rules pertaining to Lathrop Intermediate School and the Santa Ana Unified School District will be explained thoroughly. It is the student's responsibility to become familiar with, and follow, all school rules.

SCHOOL CODE OF CONDUCT

BE RESPECTFUL

- Respect yourself, the school staff, your classmates, and property at Lathrop all times
 - Use appropriate language, tone and voice level
 - Raise your hand and wait to be called on
 - Pay attention to classroom activities
 - Listen to the teacher and other speakers
 - Ask before you borrow something

BE RESPONSIBLE

- Respect the learning time by being on time, every period, every day
 - Be on time and prepared
 - Follow directions the first time they are given
 - Follow classroom procedures
 - Exit only when the teacher dismisses you
 - Do your own work
 - Turn in quality work on time

BE SAFE

- Follow directions the first time they are given and cooperate with all staff members
 - Keep your hands, feet and objects to yourself
 - Enter and exit classrooms and school in a safe manner
 - Follow teachers instructions
 - Wear your uniform to school and all the way home
 - Know emergency procedures

Be Respectful

Be Responsible

Be Safe

CLASSROOM EXPECTATIONS

Students are expected to maintain a positive learning environment for other students and create safe conditions on campus.

All students are expected to:

- Be in your classroom ready to work when the tardy bell rings
- Follow directions from all staff members
- Bring all necessary materials to every class, every day
- Raise your hand and wait to be called on
- Remain seated unless given permission by the teacher to be out of your seats
- Keep hands, feet, and other objects to yourself
- Be respectful of others learning

Teachers may add to the above *Classroom Expectations* as needed for their particular classroom. Teachers will recognize in a positive manner students who comply with the classroom expectations. Teachers will manage the classroom environment and may assign consequences such as teacher detention, parent phone call, parent conference, classroom service, change of student's seat, ODR (Office Discipline Referral) submission and/or lowering a student's Classroom Behavior Grade.

OFFICE REFERRALS

Students may be referred to the office for the following behavior problems:

- Creating an unsafe learning environment and/or throwing objects
- Open defiance, disrespect, and/or insubordination
- Fighting, threatening behavior and/or intimidation
- Profanity, vulgarity, or committing an obscene act
- Possession of illegal and/or dangerous items
- Theft or receiving stolen items
- Intentionally instigating, witnessing, or filming a fight or any other inappropriate behavior, whether on or off campus

CONSEQUENCES FOR OFFICE REFERRALS

The consequences for a referral to the office may include:

- Warning
- Counseling
- Detention
- Parent contact/conference
- Saturday School Program (WIN)
- Behavior Management Plan

- Suspension from school
- Referral to the School Attendance Review Board (SARB)
- Transfer to another school upon recommendation of the Pupil Placement Committee (PPC)
- Expulsion (with principal's approval)
- Referral to police

SUSPENSION AND EXPULSION

The principal and/or her designees have the right to suspend a student for up to five days.

- Administrator will notify parents before this action is taken
- A copy of the suspension notice will be provided to the parent
- The student will serve the suspension at home under the supervision of an adult
- The Principal has the right to recommend that a student be expelled
- If this situation occurs, a hearing will be held before an administrative panel with the panel's recommendation forwarded to the Santa Ana Unified School District Board of Education

The following acts occurring while the student is under the jurisdiction of the school may lead to suspension, arrest and/or expulsion:

- Causing, attempting, or threatening to cause physical injury
- Offering, possession or use of, under the influence of, arranging or negotiating to sell drugs, alcohol, or look-alike drugs and alcohol
- Committing or attempting to commit robbery or extortion
- Causing or attempting to cause damage to school or private property (i.e. tagging, graffiti, and/or vandalism)
- Stealing or receiving (knowingly or unknowingly) stolen property
- Using, possessing, selling, or furnishing a weapon, explosives or any other dangerous object or their facsimile
- Using or possessing tobacco or tobacco products
- Committing an obscene act or engaging in profanity or vulgarity
- Using, possessing, offering, or arranging to sell drug paraphernalia
- Disrupting school activities or willfully defying authority
- Engaging in sexual harassment or sexual assault
- Harassing or threatening staff or students. Hazing or initiating student to abusive or humiliating tricks such as birthday bashing or trashing.

DUE PROCESS

If a student becomes involved in a situation in which a suspension or expulsion may occur, the student and his/her parents will be given a more detailed description of the due process procedures.

Be Respectful

Be Responsible

Be Safe

OFFICE REFERRALS

<p style="text-align: center;">MINOR Disrupts the flow of instruction Teacher discipline & parent notification</p>	<p style="text-align: center;">MAJOR Repeated minors – Call to administrator Remove from class and / or serious consequence</p>
<p>Classroom Disruption</p> <ul style="list-style-type: none"> • Excessive talking, calling out or yelling • Eating/drinking inside the building • Cell phone violation • Passing notes • Bothering another student • Wandering around the room without permission • Horseplay <p>Property Misuse</p> <ul style="list-style-type: none"> • Drawing, writing on other’s property or skin • Breaking pencils • Grabbing other’s property <p>Defiance / Insubordination</p> <ul style="list-style-type: none"> • Refusal to follow directions • Rude body language (facial grimace, audible sigh) • Continued defiance after redirection <p>Inappropriate Language</p> <ul style="list-style-type: none"> • Name calling • Profanity • Insulting a peer <p>Harassment</p> <ul style="list-style-type: none"> • Teasing / name-calling • Exclusion • Dirty looks • Spreading rumors 	<p>Classroom Disruption</p> <ul style="list-style-type: none"> • Throwing objects with the intent to harm • Yelling / screaming • Intense, sustained or repeated minor behaviors <p>Property Misuse</p> <ul style="list-style-type: none"> • Graffiti • Intentional damage to property • Theft • Inappropriate use or damage to computer <p>Defiance / Insubordination</p> <ul style="list-style-type: none"> • Challenging authority • Explicit defiance / refusal / confrontation • Threatening • Leaving class without permission • Inappropriate gestures <p>Inappropriate Language</p> <ul style="list-style-type: none"> • Excessive / extreme profanity • Written language / pictures on property • Insults to staff • Oral / Written comments or pictures with intent to threaten <p>Harassment</p> <ul style="list-style-type: none"> • Fighting • Sexual harassment • Pantsing • Racial remarks • Bullying / Verbal, Internet or texting • Inappropriate physical contact • Organizing others / groups to intimidate • Stalking

Be Respectful

Be Responsible

Be Safe