**Lathrop Intermediate School**

*A Century of Spartans*

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**2025 - 2026**

**Parent - Student**

**Handbook**

“No act of kindness, no matter how small, is ever wasted.” ~ *Aesop*

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**Lathrop Intermediate School**

1111 S. Broadway, Santa Ana, CA 92707

(714) 567 - 3300

www.sausd.us/Lathrop

#### LATHROP INTERMEDIATE SCHOOL HOURS

School’s Office Hours: 7:00 AM to 4:30 PM

Schedules

* Regular Days: 8:17 AM to 2:27 PM
* Modified Days & Wednesdays: 8:15 AM to 1:22 PM

|  |  |  |
| --- | --- | --- |
| **TELEPHONE DIRECTORY** | | |
| **Administration** | **Name** | **Phone Number** |
| Principal | Mr. Flores | (714) 567-3311 |
| Assistant Principal | Mrs. Perez-Garcia | (714) 567-3300 |
| Assistant Principal | Ms. Castillo | (714) 567-3300 |
| **Counseling Staff** | | |
| Counselor | Ms. Fosado | (714) 567-3332 |
| Counselor |  | (714) 567-3330 |
| Student Services Secretary | Ms. Ramos | (714) 567-3327 |
| **Support Services** | | |
| Office Manager | Ms. Mancilla | (714) 567-3311 |
| Registrar | Ms. Pineda | (714) 567-3331 |
| Attendance Technician | Ms. Banda | (714) 567-3317 |
| Site Clerk | Mr. Cardenas | (714) 567-3339 |
| Cafeteria Supervisor | Ms. Vera | (714) 567-3321 |
| Nurse | Ms. Madrid | (714) 567-3315 |
| Psychologist | Ms. Van Horn | (714) 567-3301 |
| Learning Center Librarian | Mr. Romero | (714) 567-3361 |
| Computer Technicians | Mr. Cobian & Mr. Torres | (714) 285-2050 |
| Family & Community Engagement Liaison | Ms. Costa | (714) 285-2002 |
| Engage 360 Coordinator | Mr. Arriola | (657) 383-3179 |
| Engage 360 Site Supervisor | Mr. Galicia | (657) 648-1137 |

For more information, visit http://www.sausd.us/lathrop or follow us on social media.

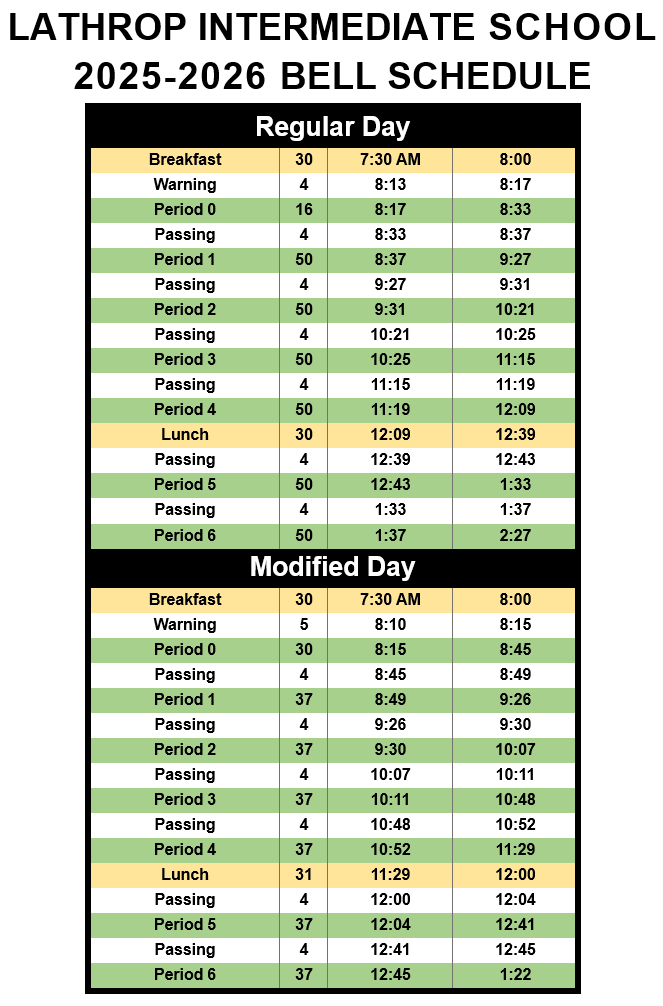


#### Lathrop Intermediate School

#### 2025–2026 Calendar

#### (Dates/Activities are subject to change)

|  |  |
| --- | --- |
| August 2025 | September 2025 |
| 11 – First Day of Instruction13, 20, 27 – Modified Days | 1 – Holiday: Labor Day3, 5, 10, 17, 24 – Modified Days4 – Back-to-School Night19 – Progress Reports |
| October 2025 | November 2025 |
| 6 – Student Free Day/Parent Conferences1, 8, 15, 22, 29 – Modified Days30 – Progress Reports31 – Student Free Day | 5, 12, 19 – Modified Days11 – Holiday: Veterans Day24-28 – Thanksgiving Break |
| December 2025 | January 2026 |
| 3, 10, 17, 18, 19 – Modified Days19 – End of Fall Semester22 - 31 – Winter Break | 1-2 – Winter Break continued5 – First Day of Spring Instruction7, 14, 21, 28 – Modified Days19 – Holiday: Martin Luther King, Jr. Day |
| February 2026 | March 2026 |
| 4, 11, 18, 25 – Modified Days13 – Holiday: Lincoln Day16 – Holiday: Washington Day19 – Progress Reports20 – Student Free Day | 4, 11, 18, 20, 25 – Modified Days 19 – Open House |
| April 2026 | May 2026 |
| 3 – Progress Reports6-10 – Spring Recess1, 15, 22, 29 – Modified Days | 6, 13, 20, 26, 27, 28 – Modified Days25 – Holiday: Memorial Day28 – Last Day of Instruction |



**ATTENDANCE POLICY**

**The number one determining factor in a student’s success is their time applied to learning. When a student misses 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. **Failure to clear/verify absences may result in the student being assigned WIN Saturday or 4-hour detention**.

Please call 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 make medical & dental appointments after school so that the student does not miss 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 five or more absences:

* Students will be placed on a Daily Attendance Contract.
* Parents will be required to attend a SART conference at the school with:
  + Attendance Technician
  + Counselor
  + Assistant Principal and/or
  + Other personnel
* The student and his/her parent/guardian will be required to attend a Student Attendance Review Board (SARB) hearing with the District Attorney.
* 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 truancies.
* 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 select Saturdays from 8:15 AM – 12:30 PM. 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 a fun and instructive Saturday WIN.

#### TARDY POLICY

**The school day begins promptly when the tardy bell rings. Students who are tardy to school will report to the Main 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), SART, and/or Student Attendance Review Board (SARB).

Students with 5 tardies within a 10-day period will meet with their counselor to discuss the importance of arriving at school on time, to find ways to remedy their tardiness, and to provide resources to support the students and their families.

Students who are tardy may receive lunch detention daily until there is improvement in their tardiness within consecutive school days.

#### SANTA ANA UNIFIED SCHOOL DISTRICT UNIFORM POLICY

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 pride each 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.).

**Our 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 people 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
    - EXAMPLES: 714, Orange County, Santa Ana, etc.

#### LATHROP STUDENT UNIFORM AND DRESS CODE POLICY

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

If a student is out of dress code, a uniform shirt or bottom may be borrowed from the Student Support Center. The student may be assigned lunch detention and must leave an item in exchange for the borrowed item. All borrowed clothing must be returned at the end of the day.

|  |  |
| --- | --- |
| **Shirts** | **Collared shirts** may be the following colors:   * Dark blue, gray, white, dark green, black, burgundy * Shirts must be a solid color * Lathrop spirit shirts may be worn * High school shirts may be worn * College/University shirts may be worn   The expectation is that Spartan Scholars will **not** wear plain T-shirts or pro-sports logos |
| **Pants** | **Pants, shorts, and skirts** may be the following colors:   * Dark blue, khaki, black (Grey is prohibited) * Pants should be worn at the waist (NO “sagging”)   The expectation is that Spartan Scholars will **NOT** wear ripped pants or shorts, athletic shorts, pajama bottoms, sweatpants (Pro Club), tights (except under skirts) or blue jeans |
| **Shorts** | **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 |
| **Jackets/ Sweatshirts** | The expectation is that Spartan Scholars may wear sweatshirts of any color, but they must not be offensive  Hoods must be kept down except during rainy days |
| **Belts** | Belt buckles must be free of any **initials** or inappropriate insignias  Belts must be looped in properly (NO hanging belts) |
| **Shoes** | For safety, good athletic shoes are recommended  Shoes must be closed toe with a heel strap  **No slippers, slipper boots, platform shoes, moccasins, or sandals** |
| **Piercings / Plugs** | For safety reasons, **spiked earrings may not be worn** and hoops **may NOT** be larger than a quarter  Any piercings considered unsafe or distracting by the administration are not allowed |
| **Hair and Makeup** | Hairstyles must not be distracting  Hair must not be shorter than a #2 blade  Light makeup is permitted but must not be distracting  Makeup must be applied at home; it should not be on campus |

**When the school permits a “FREE DRESS” day, students must still adhere to the following FREE DRESS Guidelines:**

* Clothing must be free from tears, rips, holes, etc.
* Clothing should not be oversized or form fitting
* Pants must fit, cannot be oversized, and must be hemmed
* Socks may not be pulled up to meet the bottom of shorts
* No visible initials, insignias, pictures, or logos on clothing except for school logos
* Shoes must be always worn and must be closed toe with a heel strap
* Bandanas, hairnets, black gloves, and beanies are not permitted (Only students with Principal’s approval for medical/religious purposes may have an exception)
* No baseball caps other than school issued ones will be permitted. Hats must be plain with no writing and are not to be worn indoors
* Visible jewelry is limited to small watches, rings, necklaces, bracelets, and earrings should be a small stud or a hoop no larger than a quarter
* Wallet chains and/or spiked and sharp jewelry are not allowed
* Gang slogans and graffiti will not be allowed on backpacks or purses
* No shirts with gang, drug, graffiti or sexual connotations including 714, OC, or SA in old English lettering
* Jerseys or shirts with team logos are not allowed
* No belt buckles with logos or initials (including anything related to weapons, drugs, or of a sexual nature)
* No plain white T-shirts or tank tops
* No pajamas or flannel pants

**Failure to follow the free dress guidelines may result in a loss of privilege, detention, and/or suspension.**

**Remember, Spartans strive for excellence always!**

**WORDS TO LIVE BY**

The equation for success in school and life is simple. And we all know that Spartans prefer to keep things straightforward and simpler (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 Intermediate School and beyond:

* **Show up!** Be in school on time and every single day. 50% of success in school and life is simply showing up.
* **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 in 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.
* **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 well. We can be each other’s best support. This is much easier when we are kind to 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.

#### *Lathrop’s equation for success and beyond is:*

#### *Show up! + Do the work, all of it! + Be kind to each other! = Success*

**SUGGESTED SPARTANS’ TOOLS FOR EXCELLENCE**

* **1 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)
* ***Graph paper*** spiral notebook 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!
* Backpacks must be free of writing or graffiti
* Textbooks as needed for each class
* PE Uniform
* Earbuds or headphones
* Agenda

#### CHROMEBOOK 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 to them, along with all other technological devices in a respectful, responsible, and legal manner always. Refer to “Access for All – 1:1 Chromebook Program” contract for more details.

#### ITEMS PROHIBITED 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 objects
* 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

#### CELL PHONE POLICY & 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 & PUT AWAY DURING SCHOOL HOURS** unless *permitted* b*y the teacher for in class use.*

Cell phones are permitted to be used off campus and when permitted by a teacher for in 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.

School phones are in every classroom and offices at Lathrop. School telephones may be used in emergencies under staff supervision. Only administrator-approved emergency messages will be delivered to students. **Please call (714) 567-3300 in an emergency to 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 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

#### 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 School. To maintain a safe environment for everyone, please follow the appropriate routes. In the main building, use the center staircase when going upstairs and the two side staircases when going downstairs. In the 4000 building, use the staircase next to room 4106 when going upstairs and the staircase next to room 4201 when going downstairs.

**PASSING PERIOD BEHAVIOR**

* Walk the right way (Do not run at any time)
* Keep moving (NO STANDING AROUND!)
* “Walk and Talk”
* Keep hands, feet, books, closed electronic devices, etc., to yourself
* If an adult speaks to you, STOP, listen, and follow directions
* Don’t interrupt any classroom or office
* The bell 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 (WIN) 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, students must have a hall pass that’s signed and dated by a staff member whenever they are out of class. Passes can also be entered into AXIOM.

#### 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

* Each student should have their agenda (student planner) with them in every class
* Every student will write the class assignments in their agenda during each class as directed by the teacher

**CLASS ASSIGNMENT EXPECTATIONS**

At Lathrop Intermediate School, class assignment completion is expected.

* Assignments are intended to reinforce learning that has taken place
* Class assignments support students’ mastery of a subject
* All students must use their agendas to record the assignments for each class daily
* Students are expected to complete all their class assignments neatly, accurately, and to the best of their abilities
* If assignments are not completed in class, students will finish them at home; missing assignments may result in after school detention

Parents are urged to ensure that children complete schoolwork at a table with bright light, and no distractions from music, television, phone calls, or food. When done with schoolwork, students are encouraged to spend 15 to 30 minutes on Achieve3000, a schoolwide reading program. For access or more information, please contact Learning Center Staff.

#### GRADING PERIODS, PROGRESS REPORTS & REPORT CARDS

The school year at Lathrop Intermediate Schoolis 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, parents/guardians should contact Lathrop’s Counselors.

#### Semester 1 Grading Dates:

1st Grading Period Progress Report: September 19, 2025

2nd Grading Period Progress Report: October 30, 2025

#### Semester 1 Report Card: December 19, 2025

**Semester 2 Grading Dates:**

4th Grading Period Progress Report: February 19, 2026

5th Grading Period Progress Report: April 3, 2026

**Semester 2 Report Card: May 28, 2026**

#### 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 provide this access through our Aeries Parent Portal. This secured access requires an Internet connection, and a confidential username and password issued to the parent by the school. Please see your child’s counselor or our FACE Liaison 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**

**To be ready for high school, Lathrop students must**:

* Pass a minimum of 9 of 12 semester classes per year with A, B, C, or D grades
* Maintain good citizenship (behavior) and work habits; work hard to earn Outstanding or Satisfactory marks
* If a student receives 4 or more semester Fs, 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

**8th grade students must meet ALL these requirements to participate in end-of-the-year 8th grade activities.** Activities will be denied for:

* Failing grades
* Behavioral referrals/suspensions
* Unexcused absences/tardies
* Unserved detention

#### 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 the idea that students who are involved in extracurricular 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 Athletic Director to obtain a parent permission form. Each year, students may join the sports teams listed below: **ALL STUDENTS IN ATHLETICS NEED A SPORTS PHYSICAL TO TRY OUT.**

|  |  |  |
| --- | --- | --- |
| **FALL**  Cross Country  Football  Girls’ Volleyball | **WINTER**  Girls’ Basketball  Boys’ Soccer  Boys’ Volleyball  Co-ed Hockey  Baseball/Softball | **SPRING**  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 a 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) daily. Any time a uniform is forgotten, a 15-minute PE detention will be assigned, to be served on the following Tuesday after school in a PE classroom. Failure to 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.

#### PE Lockers

Students are issued PE lockers where they may store their PE clothes. Students are responsible for their property and should make sure that their lockers are always kept secure. Lathrop retains 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 PE 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 ***(Be Safe)***
* Students are not allowed to eat in any area other than at a table ***(Be Safe)***
* Students are not 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 use ***Level 1/Whisper*** voices ***(Be Respectful)***
* Any student found in possession of extra food may have consequences from an administrator (**Be Responsible**)
* Students may not loiter beyond the yellow lines ***(Be Safe)***



**Spartans are fair in everything we do, beneficent and kind. We understand that our actions impact others; we act to help and support our Spartan Community*!***

#### BULLYING AND CYBERBULLYING

Bullying and Cyberbullying (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 regularly monitor their student’s electronic devices**!

#### EMERGENCY DRILLS

During the school year, evacuation drills will be held 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.



#### 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/counselors via email. 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 are issued or school functions can be attended.

#### FOOD SERVICES

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

* Students are eligible to receive both lunch and breakfast free of charge or they may bring their own food to eat
* **Breakfast** is served from 7:30 AM to 8:00 AM every school day
* **Lunch** is served at the scheduled time for either the regular/modified day

#### LOST AND FOUND

Lost and found is in the Student Support and Learning Centers. Items such as purses, wallets, watches, money, and articles of clothing which do not belong to you should be turned into the Student Support Center. Items such as books, Chromebooks, notebooks, etc. should be turned into 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 Schoolis not responsible for any items confiscated, stolen, and/or lost, or that are damaged.**

**SCHOOL EXPECTATIONS**

P**ositive** 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 staff’s instructions
* Wear your uniform to school and all the way home
* Know emergency procedures

**BE KIND**

Be friendly, considerate, and supportive of everyone you encounter every day

#### 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 classrooms. 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 DISCIPLINE 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 DISCIPLINE REFERRALS

**The consequences for a referral to the office may include:**

* Warning
* Counseling
* Detention
* Parent contact/conference
* Education and Behavior Contract
* Saturday School Program (WIN)
* Spartan Shield Program
* Suspension from school
* Transfer to another school through request for action from Pupil Support Services
* Referral to police
* Referral to the School Attendance Review Board (SARB)
* Expulsion with Principal’s approval

#### SUSPENSION AND EXPULSION

The Principal and/or his 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/guardian
* 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 (e.g., 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 students 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 procedures.

#### OFFICE DISCIPLINE REFERRALS (ODRs)

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| --- | --- |
| **MINOR**  **Disrupts the flow of instruction Teacher discipline & parent notification** | **MAJOR**  **Repeated minors – Call to administrator Remove from class and/or serious consequence** |
| **Classroom Disruption**   * 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   **Property Misuse**   * Drawing, writing on other’s property or skin * Breaking pencils * Grabbing other’s property   **Defiance/Insubordination**   * Refusal to follow directions * Rude body language (facial grimace, audible sigh) * Continued defiance after redirection   **Inappropriate Language**   * Name calling * Profanity * Insulting a peer   **Harassment**   * Teasing / name-calling * Exclusion * Dirty looks * Spreading rumors | **Classroom Disruption**   * Throwing objects with the intent to harm * Yelling / screaming * Intense, sustained or repeated minor behaviors   **Property Misuse**   * Graffiti * Intentional damage to property * Theft * Inappropriate use or damage to computer   **Defiance/Insubordination**   * Challenging authority * Explicit defiance/refusal/confrontation * Threatening * Leaving class without permission * Inappropriate gestures   **Inappropriate Language**   * Excessive / extreme profanity * Written language / pictures on property * Insults to staff * Oral / Written comments or pictures with intent to threaten   **Harassment**   * Fighting * Sexual harassment * Pantsing * Racial remarks * Bullying / Verbal, Internet or texting * Inappropriate physical contact * Organizing others / groups to intimidate * Stalking |