

Katella High School

Home of the Knights



UNLIMITED YOU



ANAHEIM UNION HIGH SCHOOL DISTRICT

PARENT STUDENT HANDBOOK

2220 E. Wagner Ave. Anaheim, CA 92806 | 714-999-3621



Principal's Message

As the Principal at Katella High School, I want to welcome everyone to an exciting new school year. It is a great school with a rich tradition of academics, athletics and performing arts programs. My role and vision for Katella is to keep those amazing traditions alive while creating an even more exceptional learning environment. My philosophy of education comes from 38 years of experience in education, as a classroom teacher, coach, and administrator.



I clearly understand that student's needs are the number one priority and I am committed to foster a climate that promotes this vision. Our amazing staff will work to ensure that every student has the opportunity to learn and has access to a school experience that promotes the **5 C's**. Our goals are clear and focused. We will work to make sure students are ready for life after high school and will leave Katella High School with an experience that has developed our students into **Critical-thinkers, Communicators,** and **Collaborators** that work **Creatively** while conducting themselves with **Character**. As your principal, I am extremely excited about the possibilities that lie ahead for Katella High School and it's students. I look forward to meeting all of you. Your future with Katella is **UNLIMITED!**

A handwritten signature in dark ink, appearing to read 'Ben Carpenter'.

Dr. Ben Carpenter, Principal
Katella High School

**Vision Statement: We are Katella, Embracing, Evolving, Empowering
for a limitless tomorrow.**

Important Numbers and Dates

FREQUENTLY CALLED TELEPHONE NUMBERS

Student Accounts Office.....	714-999-3656
Records Office.....	714-999-3640
Attendance Office.....	714-999-3645
	714-999-3646
Cafeteria.....	714-999-3650
Counseling Office.....	714-999-3644
	714-999-3648
Registration.....	714-999-3659
Main Office	714-999-3621
Parent Center	714-999-3650

DATES TO REMEMBER FOR 2020-2021

August 12, 2020.....	First day of school
October 9, 2020.....	End of First Quarter – Minimum day
December 17, 2020.....	1 st Semester Finals (0,1, 2, 3)- Minimum day
December 18, 2020.....	1 st Semester Finals (0, 4, 5, 6)- Minimum day
March 12, 2021.....	End of Third Quarter – Minimum day
May 26, 2021	2 nd Semester Finals (0,1, 2, 3)-Minimum day
May 27, 2021	2 nd Semester Finals (0,4, 5, 6)-Minimum day
May 27, 2021	Graduation day

HOLIDAYS AND VACATION DAYS (NON-STUDENT DAYS)

September 7, 2020.....	Labor Day (Holiday)
October 12, 2020.....	Staff Development Day – Non-Student day
November 11, 2020.....	Veteran's Day (Holiday)
November 23 – 27, 2020.....	Thanksgiving Break
December 21, 2020 – January 1, 2021.....	Christmas Break
January 29, 2021.....	Staff Development Day – Non-Student day
February 8, 2021.....	Lincoln's Birthday (Holiday)
February 15, 2021.....	President's Day (Holiday)

School-Parent Policy

Expectation Checklist

I agree to adhere to the Katella High School expectations and consequences for the 2020-2021 school year. I understand first offenses for any rule infractions may result in immediate disciplinary action.

All policies are subject to change as deemed necessary by administration.

		Initial in the Spaces Below	
		Parent	Student
1	Principal's Message		
2	Parent Responsibilities		
3	Grade Report Dates		
4	Final Exam Schedule		
5	Progressive Discipline		
6	Academic Honesty and Cheating		
7	Attendance and Tardy		
8	Out of Bounds		
9	Student Activities/Events– DISCIPLINE and ATTENDANCE EXPECTATIONS		
10	Valuables, Bikes, Skateboards and Scooters		
11	Class Changes		
12	Drugs, Alcohol, E-Cigarettes, and Tobacco		
13	Cell Phones-Electronic Devices: NO INVESTIGATION FOR LOST/STOLEN ITEMS		
14	Identification Card (ID)		
15	Littering		
16	Student Parking		
17	Dress Code		
18	Weapons, Dangerous Objects, and Threats Against School		
19	Fighting and Bullying		
20	Textbooks and School Property		
21	Social Media		
22	Tagging, Graffiti, and Vandalism		
23	Forgotten Items – NO LUNCH DELIVERIES		

24	Student Lockers		
25.	Inappropriate Public Displays of Affection		

McKinney-Vento

HOMELESS EDUCATION ACT

If your family is in a temporary or inadequate living situation due to a loss of housing, your child might be eligible for certain educational rights and services under the McKinney-Vento Homeless Education Act.

Eligibility for McKinney-Vento Services if your family lives

- In a shelter,
- In a motel or campground due to the lack of an alternative adequate accommodation,
- In a car, park, abandoned building, or bus or train station, or Doubled-up with other people due to loss of housing or economic hardship

If any of the above applies, then your child might be able to receive help through a federal law called the McKinney-Vento Act.

Your McKinney-Vento eligible children have the right to

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

*If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

HAVE QUESTIONS OR NEED ASSISTANCE? CALL THE MCKINNEY-VENTO LIAISON

Dr. Adela Cruz, LCSW, PPSC; Coordinator, School Mental Health

FIRST DAY OF SCHOOL: AUGUST 12, 2020 - START TIME 7:50am

Registration for 2020-2021

The following information is regarding registration for this coming school year 2020-2021. Please mark this information in your calendar. The following information can also be found in your email and on our school's website at [Katella HS](#). If you have any questions please call Katella at 714-999-3621.

Phase 1 of Registration: AERIES Online Enrollment - OPEN NOW!

In order to complete Phase 1 enrollment, you **MUST** have an Aeries PARENT PORTAL account. If you do not have an account, you can create one with your personal email by going to our website [Katella HS](#) and click on the Aeries Portal icon. Begin completing the Aeries Enrollment. Make sure that all of the sections are completed.



1. Parents, log into your Aeries Parent Portal and fill out the Confirmation Forms, found in your Aeries Parent Portal.
2. Print the Emergency Card and the Assumption of Risk forms.
3. Return the Emergency Card and Assumption of Risk at Phase 2 of Registration.

Phase 2 of Registration: Registration on Campus July/August

Once you've completed Aeries Online Enrollment, you should have a printed Emergency Card, which you will bring on your assigned date and times. Make sure to bring your "Ticket to Register" **signed!**



1. Phase 2 of registration is on a specific day/time by grade and last name (please schedule below).
2. Bring your two forms (Emergency card and Assumption of Risk) to your designated registration date below.

9 th Grade 12:00pm	Last Name A-N	Monday, July 27, 2020	8:00am –
9 th Grade	Last Name O-Z	Tuesday, July 28, 2020	8:00am – 12:00pm
10 th Grade		Wednesday, July 29, 2020	8:00am – 12:00pm
11 th Grade 12:00pm		Thursday, July 30, 2020	8:00am –
12 th Grade		Friday, July 31, 2020	8:00am – 12:00pm

NEW STUDENTS TO AUHSD

Any new students to Anaheim Union High School District must enroll in Aeries Air before completing Phases 1 & 2. Please go to: <https://aeriesair.auhsd.us/air/> and complete the steps.

SUMMER AERIES PARENT HELP LAB

If you need support with Phase 1 of the registration process you can attend our Summer Aeries Parent Help Lab. The available dates and times are listed below:

- Wednesday, July 22nd from 8:00 am - 3:00 pm
- Thursday, July 23rd from 8:00 am - 6:00 pm
- Friday, July 24th from 8:00 am - 3:00 pm

MANDATORY 9TH GRADE PARENT ORIENTATION MEETINGS

Mandatory incoming 9th grade student parent orientations have been scheduled. Parents please choose from one of the following dates:

- Monday, July 27th at 9:30 am
- Monday, July 27th at 1:30 pm
- Tuesday, July 28th at 9:30 am
- Tuesday, July 28th at 1:30 pm
- Tuesday, July 28th at 7:00 pm
- Saturday, August 1st at 10:00 am

LIBRARY CHARGES

The Katella Library is a place where students can read, get book recommendations, study, work on group projects, and explore ideas. We encourage students to come to the library and explore the many genres available in our collection of over 11,500 books and graphic novels and to check out books that appeal to them most. Several items are available in Spanish & English, as well as other languages. We have something for everyone!



Students may check out up to five items at a time, for a checkout period of three weeks. Items may be “renewed” three times for an additional three weeks each, if needed.

Library resources: The library provides access to multiple databases and additional online resources such as ebooks, audiobooks, test prep, and free online homework help through our partnership with the Anaheim Public Library (i.e., ACES) as well as the many research base databases provided by AUHSD.

Library/textbook charges: Please be aware that students who have charges for instructional materials, which were issued and not returned, or returned damaged, will need to clear these charges prior to registration. Students with library books checked out and returned will also need to clear these charges prior to registration. Students are responsible for returning books in usable condition or paying charges for lost or damaged materials.

Download the **Librista App** or visit the library website to learn more about all of the helpful resources your library provides at bit.ly/32w9Nnm



Library Technician: Miss Henry will be available beginning July 27

Library Hours: 7:00 am to 3:30 pm

Closed during 4th period. Open during student lunch.

The Library is open after school, 2:37 pm – 6:00 pm daily, with Anaheim Achieves.

Anaheim Achieves is open from 2:27 p.m. until 6:00 p.m. in Katella's library. We offer a safe place for students to do homework and use computers. We also provide art classes, e-sports and various enrichment activities.

KATELLA HIGH SCHOOL

PTSA SAYS WELCOME!

Becoming a member of Katella PTSA will provide an opportunity to be better connected with the school, the principal, and the staff, as well as be involved at the school PTSA Membership also offers you an opportunity to volunteer and participate in organized activities that enhance the educational environment of our campus. Your membership provides continued support of our student programs such as senior scholarships, student recognition, scholar athlete recognition, and student of the month. Dues are only \$10 per person for the year. Anyone can join! Students must be a member to be eligible for scholarships. Help support our school by returning your membership dues with your registration packet. Visit the Katella High website at [Katella HS](https://www.katellahigh.org) to learn what is happening at the school.

Immunization Requirements

STUDENTS ADMITTED AT TK/K - 12 NEED:

STARTING JULY 1, 2020

Diphtheria, Tetanus, and Pertussis (DTap, DTP, Tdap, or Td) – 5 doses

(4 Doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday)

For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.

Polio (OPV or IPV) – 4 doses

(3 doses OK if one was given on or after 4th birthday)

Hepatitis B – 3 doses

Measles, Mumps, and Rubella (MMR) – 2 doses

(Both given on or after 1st birthday)

Varicella (Chickenpox) – 2 doses

These immunization requirements apply to new admissions for all grades.

Earned Income Tax Credit Act

(EITC) INFORMATION ACT

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at www.irs.gov.

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe

California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its website at www.ftb.ca.gov.



Free & Reduced Lunch Benefits

EXTENDED BENEFITS OF PARTICIPATING IN FREE & REDUCED LUNCH PROGRAM

There are many benefits for students who are approved as eligible for free and/or reduced meals through the National School Lunch Program.

- A healthy, delicious breakfast and lunch each day at school
- \$15 AP Testing - Regularly \$94 per AP Test
- Free 11th Grade PSAT - Regularly \$16
- Free SAT Testing (up to 2 opportunities) - Regularly \$64.50 each opportunity
- Free college application fees at participating colleges or universities - including all California State and University of California schools - Regularly \$55 to \$80 each
- Free unlimited sending of SAT scores to colleges - Regularly \$12 each

AUHSD also benefits as the school district receives additional funding for each student eligible for free and/or reduced meals. This funding is currently used in AUHSD to support additional social workers, counselors, and teachers, as well as improved and increased services for students.

There are two ways to submit your application. One way is to complete a paper Application for Free and Reduced Lunch and return it to your child's school. A second, and fastest, way is to complete an online application (see below).

Please note that it can take up to 10 days to process the application. Once processed, you will receive a letter via US Mail. It is necessary to keep this letter to document eligibility.

Free & Reduced Lunch Application

FREE & REDUCED PRICE MEAL APPLICATION INFORMATION

1. Free & Reduced price meal applications can be submitted throughout the school year. SY20/21 applications will be available online the first week of July 2020: <https://anaheimuhsd.rocketscanapps.com/>. It can take up to 10 days to process an application; please send your child to school with money or a lunch until your Application is processed.
2. Parents/guardians can pre-pay for full price meals and check account meal history balances online at: www.schoolpay.com
3. Meal prices: Breakfast \$1.75, Lunch \$3.00
4. Special diet information and requirements are available on the Food Services website.
5. Breakfast and Lunch menus are available on the Food Services website and are posted in all cafeterias.

Attendance & Tardy Policy

Parents, your student matters! Together we can help them earn a high school diploma! It all begins with having regular school attendance. Showing up to school each day is the beginning to their success. Please familiar yourself with the school's absence and tardy policy below.

ABSENCES

Section 48205 of the California Education Code lists eight valid reasons for students to miss school. The reasons are listed under the attendance policy pages. State Education code defines a habitual truant as any student who misses more than three days (unexcused/unverified). Students who are habitual truants WILL BE referred to the School Attendance Review Board for consideration by the District Attorney. Illnesses up to three days may be verified by the parent. Illnesses of longer duration or that are chronic and cause the student to miss school frequently will require a doctor's note.

PROCEDURE FOLLOWING AN ABSENCE:

Student must bring in a note from the parent/guardian or doctor within 24 hours to the attendance office or the parent must call 714-999-3645

PROCEDURE FOR LEAVING SCHOOL EARLY:

Student brings a signed note from parent to attendance office before school and gets an early release form. An unverified absence is the same as an unexcused absence.

TARDINESS

TARDINESS IS UNACCEPTABLE

Arriving on time is a critical life skill and on time, attendance is expected. Katella HS Tardy Policy is strictly enforced. With each tardy there are increasing consequences. Students who arrive late to school must sign in at the attendance office upon arrival and get a late pass to class.

The teacher may assign consequences for being tardy. Teacher will contact parents when tardies are starting to affect the student's grade. As a reminder, Katella HS will continue its No Go List for special events.

Important Links

You will be asked during the registration process to verify that you have read the school's policy pages and annual notifications. Here are the links:

SCHOOL POLICY PAGES

<https://katella.auhsd.us/Katella/6186-Student-Expectations.html>

ANNUAL NOTIFICATION

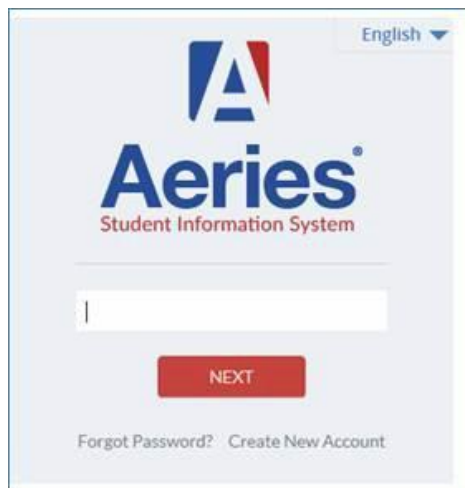
<https://www.auhsd.us/district/index.php/parents/notification-to-parents-guardians>

Create Aeries Parent Portal Account

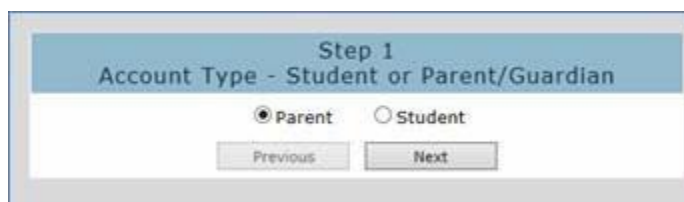
CREATING A NEW AERIES ACCOUNT

If you do not already have a Parent Portal Account it is very easy to create however you will also need an active email address to create your Aeries Portal Account. ***You will first need to obtain the Student ID, Telephone and VPC code from your school site.*** To create a

new Parent Portal account visit <https://aeriesconnect.auhsd.us/auconnect> . The following Login screen will display. Click on **Create New Account**.

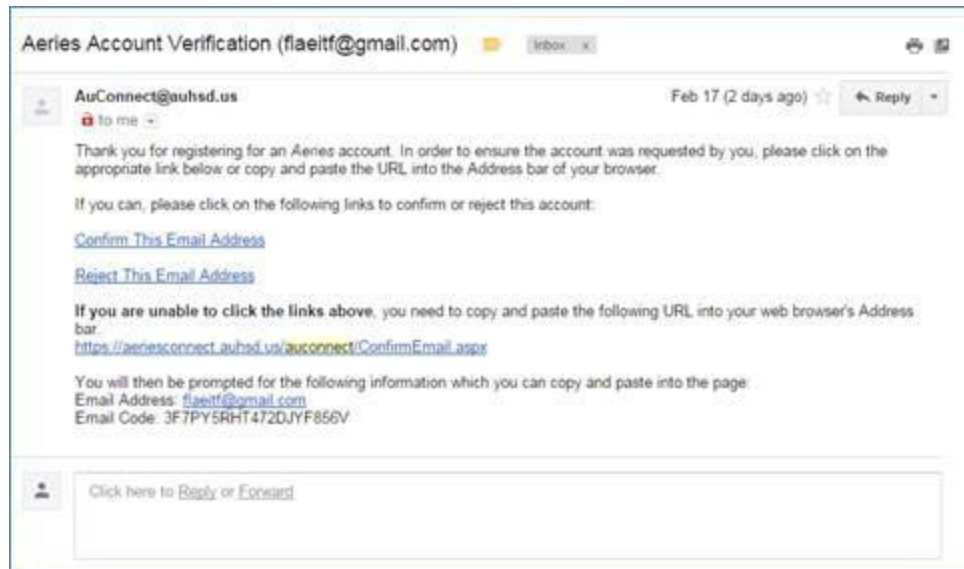
The image shows the Aeries Student Information System login screen. At the top right, there is a language dropdown menu set to "English". In the center, the Aeries logo is displayed above the text "Student Information System". Below this, there is a white input field for a username or email address. Underneath the input field is a red button labeled "NEXT". At the bottom of the screen, there are two links: "Forgot Password?" and "Create New Account".

Step 1 - select Parent for **Account Type**. Click **Next**.

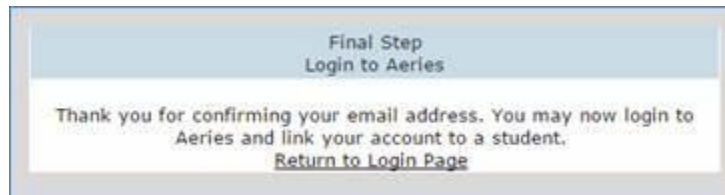
The image shows the "Step 1" screen of the account creation process. The title is "Step 1" and the subtitle is "Account Type - Student or Parent/Guardian". There are two radio buttons: "Parent" (which is selected) and "Student". Below the radio buttons are two buttons: "Previous" and "Next".The image shows the "Step 2" screen of the account creation process. The title is "Step 2" and the subtitle is "Account Information". The instruction says "Please Enter The Following Information About Yourself". There are four input fields: "Email Address:" (containing "flaetf@gmail.com"), "Verify Email Address:" (containing "flaetf@gmail.com"), "Password:" (containing "*****"), and "ReType Password:" (containing "*****"). Below these fields is a red-bordered box containing the text: "A verification email will be sent to your email address from: **AuConnect@auhsd.us**. Before continuing, Please add this email address to your 'contacts' or 'safe senders' list to ensure you receive this email." At the bottom are "Previous" and "Next" buttons.

Step 2 - enter a valid email address and password. Click **Next**.

Step 3 - check your email for an **Aeries Account Verification**. Click on **Confirm this Email Address**.

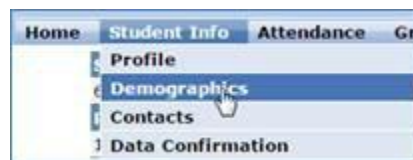


A message will display. Return to **Login Page** and **Login to Aeries Parent Portal**.



Step 4 - enter your Students Permanent ID, Home Telephone number and Verification code. This information can be obtained from the Registrar at your school site. Click **Next**.

You should then be able to access the Student Information that is available.



Katella High School PBIS: Positive Behavior Interventions and Supports

KEEP IT SIMPLE!

1. Be where you are supposed to be!
2. Do what you are supposed to do!
3. If you have a problem, tell someone!



	Classroom	Outside/Hallways	Lunch Areas	Bathrooms	Bus	Library/Computer Labs
Be where you are supposed to be!	Arrive on time Stay in class Use restroom between class periods	Walk quickly to your next class or destination	Eat in designated lunch areas Stay on campus Do not leave to the lunch area	Use quickly in between periods or at lunch	Board the bus quickly Stay seated Be on time in the morning at after school	Use library during designated hours
Do what you are supposed to do!	Follow directions Bring materials Follow dress code Be engaged Do your best work Raise your hand Complete and turn in assignments Be honest Stay on task Use appropriate language Answer when called on Care for books, equipment and materials	Keep hallways and campus clean Keep your voice down Use appropriate language Stay to the right side when walking up and down staircases and through hallways	Throw your trash away Keep lunch areas clean Respect others Wait your turn in lines Be polite to cafeteria staff, teachers, and principals Follow directions given by school staff	Wash your hands after using the restroom If using restroom during class, must have a pass Keep bathrooms clean Respect the privacy of others Flush toilets and urinals Return to class promptly	Respect the bus driver Follow directions Keep the bus clean Take all personal property with you when leaving the bus	Work Quietly Listen to and follow directions If talking is allowed, speak quietly Use computers and materials with care Clean up work areas Use computers as instructed
If you have a problem, tell someone!	Ask teacher for help when you need it Tell a teacher, counselor, assistant principal or the principal if you have a problem or conflict	Teachers, campus security, Assistant Principals, Principal	Tell security, principals, teachers, office workers or about any issues at lunch.	Tell teacher, security, or principals about any issues in the restroom	Ask bus driver for help if needed	Ask librarian or teacher for help if needed

Katella HS MTSS: PBIS Matrix 2017-2018