

# **Mira Loma High School**

**4000 Edison Avenue  
Sacramento, CA 95821  
(916) 971-7465  
FAX 971-7483**



**Student Handbook 2018 - 2019**

**SAN JUAN UNIFIED SCHOOL DISTRICT**

**Board of Education**

Pam Costa, President  
Saul Hernandez, Vice President  
Paula Villescaz, Clerk  
Greg Paulo, Member  
Michael McKibbon, Ed.D., Member

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Kent Stephens, Deputy Superintendent  
Linda C.T. Simlick, J.D., General Counsel  
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Debra Calvin, Ed.D., Assistant Superintendent, Educational Services  
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Trent Allen, APR, Senior Director, Community Relations  
Jon Cornelison, Senior Director, Technology  
Donna O'Neil, Ed.D., Senior Director, Program Development and Accountability

**MIRA LOMA HIGH SCHOOL**

**Administration**

Lynne Tracy, Principal  
Gina Jackson, Vice Principal  
Jennifer Petersen, Vice Principal  
Cletus Purinton, Vice Principal  
Jeannine Hall, Counselor  
Michelle Magana-Afaro, Counselor  
Sandra Stone, Counselor  
Hannah Thompson, Counselor

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**TELEPHONE DIRECTORY**

**Please check the Mira Loma Website for phone numbers and links to e-mail address for all Mira Loma Staff**

**<http://www.sanjuan.edu/MiraLoma.cfm>**

Main Office .....	971-7465
Attendance Office.....	971-7459/7460
Attendance Message Line.....	971-7972
Athletic Director, Mark Telles.....	971-6661
Business Office, Deena White .....	971-7489
Counseling Office.....	971-7467
Lynne Tracy, Principal .....	971-7485
Principal’s Secretary, Sarah Forte .....	971-7485
Vice Principal’s Secretary, Jenny DeVries .....	971-7463
International Baccalaureate Coordinator, David Mathews.....	971-7476
International Studies Coordinator, Mike Lineback.....	971-5360 ext. 6618
International Passport Coordinator, Ken Hull .....	971-5360 ext. 6663
Cafetería,Alexis Savala .....	971-7490
Librarian, Sarah Gibson.....	971-7960
Registrar, Joanna Blaine .....	971-7461
Student Activities Director, Chad Posner ...	971-5360 ext. 6630

**BELL SCHEDULES**

**REGULAR DAY SCHEDULE**

**THURSDAY SCHEDULE**

<u>Period</u>	<u>Start</u>	<u>End</u>	<u>Period</u>	<u>Start</u>	<u>End</u>
1	7:55	- 8:54	1	7:55	- 8:43
2	8:59	- 9:58	2	8:48	- 9:36
Break	9:58	- 10:08	3	9:41	- 10:29
3	10:13	- 11:12	4	10:34	- 11:27
4	11:17	- 12:20	Lunch	11:27	- 11:59
Lunch	12:20	- 12:52	5	12:04	- 12:52
5	12:57	- 1:56	6	12:57	- 1:45
6	2:01	- 3:00			

**RALLY SCHEDULE**

<u>Period</u>	<u>Start</u>	-	<u>End</u>
1	7:55	-	8:47
2	8:52	-	9:44
Break	9:44	-	9:54
3	9:59	-	10:51
4	10:56	-	11:51
Rally	11:51	-	12:34
Lunch	12:34	-	1:06
5	1:11	-	2:03
6	2:08	-	3:00

**OPEN HOUSE/BACK TO SCHOOL**

<u>Period</u>	<u>Start</u>	-	<u>End</u>
1	7:55	-	8:36
2	8:41	-	9:22
3	9:27	-	10:08
Break	10:08	-	10:18
4	10:23	-	11:08
5	11:13	-	11:54
6	11:59	-	12:40

**FINALS 3-DAY SCHEDULE**

1/3/5	7:55	-	10:10
Break	10:10	-	10:20
2/4/6	10:25	-	12:40

**IMPORTANT DATES****August**

16 First Day of Classes (First Semester)

**September**

3 Labor Day (No School)

12 Back to School Night

**November**

12 Veteran's Day Holiday Observed (No School)

19-23 Thanksgiving Week (No School)

**December**

25 – 1/4 Winter Recess (No School)

**January**

7 Non-Instructional Day (No School)

8 First Day of Classes (Second Semester)

21 Martin Luther King, Jr. Day (No School)

**February**

18-22 Presidents' Week Recess (No School)

**April**

10 Open House

15-19 Spring Break

**May**

27 Memorial Day Holiday (No School)

**June**

7 Graduation – Memorial Auditorium

11 Last Day of School (Minimum Day)

**MIRA LOMA HIGH SCHOOL****MISSION**

Embracing diversity and valuing excellence, Mira Loma High School's mission is to inspire and educate each student toward academic achievement, intrinsic success and responsible contributions to a peaceful international society by providing innovative, rigorous, student-focused instruction through a rich tradition of high-quality

programs and dynamic activities in a safe, compassionate, and collaborative learning community.

**MIRA LOMA’S MINIMUM  
HIGH SCHOOL GRADUATION REQUIREMENTS**

Recommended Sequence

<u>Subjects</u>	<u>Yrs. Required</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
English	4 yrs	X	X	X	X
Math	2 yrs	X	X		
Science	1 yr Life 1 yr Physical	X	X		
Social Science	3 ½ yrs	X		Xx	X
Physical Education	2 yrs	X	x	x	
Visual and Performing Arts	1 yr	X			
Health					

Credits must total 220                      X = 1-year course                      x = ½ year course

- All students are required to pass a course or series of courses in Algebra in order to receive a High School diploma.

**SCHOOL INFORMATION**

**After School Policy**

At the end of each school day, Mira Loma administration and campus monitors provide supervision for approximately 15 minutes, allowing students to leave the campus in a secure environment. Students loitering on the campus after this period of time create a potential safety issue. Students are to leave the campus immediately after school and not loiter on the school grounds unless it is absolutely necessary. Exceptions to this include: Students waiting for carpools, participating in after school events (club/athletic activities) and students accessing study resources.

There are two designated areas where students may congregate:

- Students waiting for athletic practice are to wait in the quad area between the large and small gyms
- Students waiting for a club activity or who are studying are to wait in the library

Students are asked to stay out of the hallways, quad area, rose garden area, student parking lot, and front of the school after 3:15 p.m. when school is released at 3:00 p.m. and after 2:00 p.m. on Thursdays.

Consequences for loitering/being in a restricted area are as follows:

- 1<sup>st</sup> Offense:                      Warning
- 2<sup>nd</sup> Offense and on-going: Directed to Vice Principal

**MIDDLE SCHOOL/HIGH SCHOOL ATTENDANCE NOTIFICATION**

**Positive attendance supports your student's achievement. Every day a student misses school, he/she is at risk of falling behind academically. Not only is the missed day lost, the return day is spent catching up. Every day a student attends school is also a lesson in responsibility and commitment.**

**Chronic absenteeism is defined as missing 10 percent or more of the school year which is equivalent to 18 days out of a 180-day school year regardless of whether absences are excused or unexcused. Truancy refers to unexcused absences and connotes inappropriate student behavior.**

**Below are the District's policies and procedures for providing notification of a student's absences to the school. Please review and follow the reporting procedures.**

**1. REPORTING ABSENCES:**

- Student safety will always remain our number one concern, so always notify the Attendance Office 24 hour line when your child will not be at school.

**2. CLEARING ABSENCES:**

- Parents must clear all absences within 5 school days.
- To clear your child's absence call the automated attendance number. This line is available 24 hours a day. A Parent can also send a note with their child, or email the school.
- If you do not notify the school of your child's absence the school will contact you to clear your child's absence. You need to respond to the schools request/communication in order to clear your child's absence.
- If an absence is not cleared within 5 days it will be recorded as a cut.
- **Verification of Illness:**

San Juan Unified School District allows each parent to excuse up to 10 days without verification of illness from a medical professional or school employee. Anytime your child has a doctor's appointment and/or documentation requiring them to stay home from school, provide this verification immediately to the attendance office when your student returns to school. These absences will be recorded as verified and will not take away from the 10 day parent excused limit.

**3. LEGALLY EXCUSED ABSENCES**

- **Illness: The District allows 10 days (or the equivalent number of periods) of 'all day' illness without doctor's verification. Absences after that will be recorded as unexcused. Thus whenever you have a doctor's verification it should be submitted.**
- Quarantine under the direction of a county
- Medical, dental, optometry, or chiropractic services rendered
- Attendance at funeral services for a member of immediate family
- Jury Duty in the manner provided by law
- Pupil is a custodian of a child who is ill or has a medical appointment during school.
- Religious holidays

The **following may be** excused by the principal with advance approval:

- Court Appearance
- Employment Interview
- Additional days for funerals of immediate family members

**4. UNEXCUSED ABSENCES**

- Missed the bus
- Out of town
- Family vacation
- Any illness other than the student's illness
- Accompany parent to a parent's appointment, etc.

**5. INDEPENDENT STUDY**

If a child will be out of school for five or more days for an unexcused absence (including family vacations), parents need to contact the office at least two weeks in advance of the absence to inquire about an Independent study contract. However, an Independent study contract is a privilege not a right.

**6. CHRONIC ILLNESS**

If your student has a diagnosed chronic illness, you may receive a physician's authorization to excuse absences for your child. The form requires the treating physician to verify the diagnosis and

list symptoms that would not necessitate an office visit, but require the student to remain home from school. With this authorization, the parent sends a note when the child returns to school listing one or more of the symptoms the physician has identified.

These absences will be considered doctor verified (excused).

**7. TARDY AND EARLY DISMISSAL PROCEDURES**

- Students should arrive to school in a timely manner. Tardy or late students must stop at the office to check in. Un-excused tardies over 30 minutes count toward truancy. (Excused tardies=verified medical appointment, late bus, SARB, or illness).
- Students leaving school during the day must have a parent/guardian come to the

office to sign the student out.

## **8. TRUANCY**

- State law defines a truant as a student who has an unexcused absence or Is more than 30 minutes tardy three or more days in one school year or a combination of unexcused absences and over 30 minute tardies.
- Written notices of truancy and excessive absences are required by law. Parents will receive a letter if their child has been absent from school without a valid excuse three full days In one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year or any combination thereof. A second truancy letter will be sent If the child has three additional unexcused absences. The parent will receive a third truancy letter if a child has three additional unexcused absence, and a parent conference will be required with the school administrator to discuss the child's absence and how the school can work with the family to ensure the child's success in school.

## **9. EXCESSIVE ABSENCE NOTIFICATIONS**

If a student has 10 days of parent verified excused absences recorded, the parent will receive a Child Welfare & Attendance letter requiring them to provide doctor/dentist etc. verification of illness or treatment for any absence or tardy over 30 minutes. Thereafter when the student is too ill to attend school, absences without verification from a medical professional or school employee will be recorded as unexcused

## **CONFLICT MANAGEMENT**

Trained student conflict managers are available upon request to help students resolve problems with other students. For help see a counselor or an administrator.

## **COUNSELING**

Each student at MIRA LOMA is assigned a counselor and encouraged to take advantage of MIRA LOMA'S Counseling Services.

Counselors are able to assist students in making course selections, help plan career and educational goals, and provide help with program problems or discuss personal or social problems. They are available for appointments before and after school, in addition to the regular school hours.

Seeing a counselor is considered absolutely necessary if you are experiencing problems coping with schoolwork, with adults, or your classmates. Try to solve the problem early before it becomes too severe.

Appointments are recommended.

## **EMERGENCY CARDS**

Emergency Care Cards are used to contact a parent/guardian in case a problem should arise. It is required that all copies be completed by a parent/guardian and returned to school before students may attend classes. Any change in address or phone numbers must be reported to the Attendance Office (971-7459) as soon as possible.

**NOTE: It is very important that emergency numbers are listed on the emergency card. Students cannot be released to anyone not listed on the emergency care card.**

**FLOWERS, BALLOONS, ETC.** No flowers, balloons and/or other gifts are accepted at school for delivery. These items must be sent to the student at home.

## **FOOD DELIVERY**

Students may not order food for delivery at the school.

## **FOOD SERVICES**

In addition to regular cafeteria services, free and reduced rate breakfasts and lunches are available for students who qualify. Applications are available in the attendance office and are returned to the cafeteria when completed.

## **HOMEWORK**

Each teacher will explain the homework requirements for the class and the effect homework has in the measurement of student achievement. Students who will miss three or more days of school can request homework through the attendance office.

## **IMMUNIZATIONS**

Before attending MIRA LOMA HIGH SCHOOL, all students are to be immunized against polio, D.P.T. (diphtheria, pertussis, and tetanus), measles (rubella) and Hepatitis B. Students without verification of immunization will not be allowed to attend school until verification is received.

## **INTERSCHOLASTIC ATHLETIC OFFERINGS**

### **FALL**

Football  
Volleyball  
Cross Country  
Men's Soccer  
Women's Tennis  
Women's Golf  
Water Polo

### **WINTER**

Basketball  
Wrestling

### **SPRING**

Baseball  
Softball  
Track  
Women's Soccer  
Men's Tennis  
Men's Golf  
Swimming

## **LIBRARY**

Please SHOW RESPECT for library property as if it were your own. Destruction of school property only limits the resources your own classmates may need. Don't hinder the learning process of your friends.

### **No Food or Drinks (except water)**

The library capacity is based on the number of chairs in the library. In the main room that is 36 chairs, four to a table. There are four additional chairs for a total of 40 seats. There are four chairs at printing computers which turn over as students print. NO SITTING ON THE FLOOR. The Reference room is for study only and must remain quiet. There are 32 seats in this room.

- Do not move, change or fix computers and furniture
- Use of the printer is a privilege. Sign in showing Mira Loma Student ID
- Computer Use:
  - Enjoy the computers for learning opportunities
  - Search for school-related topics
  - Follow the rules of the district, the school and the staff
- What not to do on the computers:
  - Use for personal or commercial activity (No access or personal e-mail)
  - Change any software, documents or computer set-ups
  - Put disks or flash drives in the computer other to save or work on a document
  - Produce, distribute, access, store or use information which is
    - Unlawful
    - Private or confidential
    - Copyright protected
    - Harmful, threatening, abusive or denigrating to others
    - Obscene, pornographic, or containing inappropriate language
    - Disruptive to the work of others
    - Damaging or congestive to systems

## **LOST AND FOUND**

Lost or found articles may be turned in or claimed in the Textbook Room. If you find an article not belonging to you, you must turn it in to the Textbook Room or face disciplinary action for being in possession of lost or stolen property. Items not claimed by the end of each grading period will be donated to a charitable organization.

## **TELEPHONE MESSAGES TO STUDENTS**

Every effort will be made to deliver "life or death" emergency messages. All other phone messages to students are discouraged. Transportation arrangements must be made in advance. Messages that are not "life or death" emergencies may not be delivered due to lack of staffing and the volume of calls coming in.



## **TELEPHONE MESSAGES TO TEACHERS**

Any parent wanting to leave a message for a teacher should refer to the Mira Loma Web Site, <http://www.sanjuan.edu/MiraLoma.cfm>

## **TRANSCRIPTS**

Transcripts will be issued within 24 hours of request at the Registrar's Office. The cost is \$2.00 for each Official Transcript.

## **TRANSFERRING FROM SCHOOL**

If a student is transferring from MIRA LOMA HIGH SCHOOL, regardless of whether the student will register at another school in the San Juan Unified School District, a parent/guardian must notify the Registrar's Office. Students will be given a checkout form at the Registrar's Office to take to each teacher to verify that all textbooks have been returned and all fines and bills have been cleared in the Business Office. The completed form is to be turned in to the Attendance Office.

## **WORK PERMITS**

In order to obtain a work permit the student needs to have a 2.0, no F's and no more than 2 truancy notices. Progress grades are included in this. Student Work Permits can be picked up from the Vice Principal's secretary approximately 24 hours after they are turned in to the Counseling office.

## **SCHOOL RULES AND REGULATIONS**

**All students will be held accountable for knowing the Grounds for Suspension and Expulsion (California Education Code 48900 and San Juan Board Policy 5144).** Additional copies may be obtained in the administration office. All school rules apply one hour before and after school as well as at all school events.

### **A. CLOSED CAMPUS**

For the safety and welfare of students and staff, MIRA LOMA HIGH SCHOOL has a closed campus. **Once students arrive on campus, even prior to the start of the school day, they may NOT leave campus for any reason without an early dismissal.** Early dismissals are available at the attendance office and require parent contact. Students violating this policy will receive discipline.

### **B. VISITORS TO SCHOOL**

Adults visiting the campus are required to sign the Visitor's Log in the main office. Students are not permitted to have visitors or bring guests on campus during the school day, including rallies. Legal liability and disruption of the educational program will not permit very young children or non-students to be brought to school.

### **C. MIRA LOMA HIGH SCHOOL DANCE POLICY**

1. **A current school ID is required at all dances**
2. A current student ID is required to purchase dance tickets. Tickets are sold in the Financial Office before and after school, during break and during lunch. All tickets requiring a Guest Pass must be purchased in advance. (Exceptions may be made for the Back to School dance for Mira Loma students when photo ID's have not been issued.)
3. **No** refunds will be given once the dance has begun.
4. Admission into the dance will be allowed during the first hour and a half only. Special circumstances resulting from school sanctioned events must be brought to an administrator's attention at least twenty-four (24) hours prior to the dance.
5. Mira Loma dances are for Mira Loma students and their pre-registered guests only. **GUEST PASSES** must be approved before you buy a bid or ticket. **Guest Passes must be submitted to the Vice Principal's Office by school closing on the Wednesday prior to the dance.** Only one (1) guest or date may be invited and registered per student. A guest or date must arrive with the student who invited and registered him/her. Guests must adhere to all rules. No guests over the age of 20 will be approved – **NO EXCEPTIONS**
6. Students AND guests must show current picture identification to be admitted.
7. All school rules are in effect at school dances.
8. No "slamming," "moshing," or "grinding" will be permitted. Front to front dancing that is sexually suggestive (groping, freaking, dirty dancing, grinding, etc.), lewd or obscene will not be tolerated.
9. Consequences may include being removed from the dance.
10. Once a student is removed from the dance, he or she may not return and must leave campus. Parent contact will be made by an administrator. If a parent is unable to be reached by the end of the dance, the student will be released to go home.

11. Students may leave the dance at any time, but they will not be allowed to return.
12. Loitering in the parking lot or around the campus will not be permitted. Students and guests must leave immediately after the dance.
13. Dress Code
  - a. For semi-formal and formal dances, all attire will be subject to the approval of the administration at the door, and all judgments will be final.
  - b. For casual dances: School dress code is enforced at the dance with the following exceptions: Strapless dresses, and backless clothing (halter) may be worn, but may not expose midriff or undergarments.

#### **D. PHYSICAL EDUCATION DRESS POLICY**

**All students are required to dress in the approved PE uniform each day**, even if they have a note excusing them from participation. Disciplinary actions to be taken are in the teachers' syllabi.

#### **E. STUDENT BEHAVIOR**

When students are given an orderly environment for education, with appropriate rules, free from fear of harassment and assault, learning can take place. The California Educational Code (300) states:

"Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teacher and others in authority; be diligent in study; respectful to his/her teachers and others in authority; kind and courteous to peers and refrain entirely from the use of profane and vulgar language."

##### **1. STUDENT IDENTIFICATION/COMPLIANCE**

Students are expected to give their names and respond to all reasonable requests by staff members including teachers, custodians, secretaries, cafeteria staff and administrators. Refusal to comply will result in disciplinary action.

##### **2. VANDALISM**

Damaging or defacing school or private property is unacceptable and will result in replacement cost responsibility, suspension, possible expulsion, and referral to law enforcement.

##### **3. DANGEROUS OBJECTS**

Possession of any firearm or imitation firearm, knife, explosive or other dangerous objects will result in suspension, recommendation for expulsion and referral to law enforcement.

##### **4. FIGHTING**

Fighting and other forms of verbal and physical abuse will not be tolerated and students will be suspended. **Students who are involved in a second fight in one school year may be moved to an alternative placement.** No student should have to fear for his or her physical safety while at MIRA LOMA HIGH SCHOOL. Students breaking this policy will be placed on social probation and will be prohibited from attending any non-mandatory school function. Boxing is not permitted on campus under any circumstances. **Students who watch, or go to observe or film a conflict are subject to home suspension.**

**Students experiencing personal conflicts with another student are to request Conflict Management in the Vice Principal or Counseling office.**

##### **5. SLURS**

Any racial, ethnic, sexual, religious, or handicapped slur will not be tolerated by anyone. Students will be referred for disciplinary action.

##### **6. THEFT**

Stealing will not be tolerated. Students caught either attempting to steal or with stolen property, will be suspended and referred to law enforcement.

##### **7. OFF-LIMITS AREAS**

During school hours students may not be in the parking lots, athletic fields, between gyms, behind E Wing, the cafeteria or in front of school without permission. Students may also not congregate in the Attendance Office, in stairways, or in the elevator landing area.

8. **PASSES**

An office pass or student planner is necessary for any movement within the school during class time. Students are not permitted in the office without a pass. Students out of class without a pass may receive detention, on-site suspension, or Saturday school.

9. **BICYCLES/SKATEBOARDS AND ROLLER BLADES**

**Bicycles, skateboards and roller blades are not to be ridden on campus at any time.** Bikes, skateboards and roller blades are to be secured at the bike racks or in a classroom upon arrival to school. **Students will not be permitted to carry skateboards during the school day.** Students found with skateboards will receive disciplinary action.

10. **ELECTRONIC DEVICES**

**ELECTRONIC DEVICES MUST BE TURNED OFF AND STORED OUT OF SIGHT WHILE STUDENTS ARE INSIDE THE CLASSROOM.** Electronic devices may be used before school and after school, and during passing periods, break, and lunch. Students will receive progressive discipline for using their cell phone during class. **The school is not responsible for any lost or stolen items.**

At any time during the school year the privilege to use electronic devices during school hours may be revoked by school administration.

11. **TOBACCO POSSESSION/USE**

Tobacco use or possession is not permitted on or near the campus before, during or after school or at any school activity or event. Students will receive disciplinary action if they are found in possession or use.

12. **CONTROLLED SUBSTANCES**

Possession, selling, furnishing or usage of any controlled substance, alcoholic beverage, dangerous substance intoxicant, or drug paraphernalia will result in severe disciplinary action and possible law enforcement referral. This policy holds true for all school-sponsored events such as dances or sporting events. Students breaking this policy will be placed on social probation and will be prohibited from attending any non-mandatory school functions.

13. **PLAGIARISM/ACADEMIC INTEGRITY POLICY**

Each student is responsible for performing academic tasks in such a way that honesty is not in question. Plagiarism is a serious violation of academic honesty, and students are expected to maintain the following standards of integrity: All tests, term papers, oral or written assignments, projects and recitations are to be the work of the student presenting the material. Any use of wording, ideas, or findings of other persons, writers, or researchers requires the explicit citation of the source; use of the exact wording requires a "quotation" format and citation (MLA format). Any student deliberately assisting another student in academic dishonesty is also culpable (i.e. letting a friend copy your homework, sharing test questions or answers, providing a photo of tests or quizzes). Students found in violation of the academic integrity policy will be subject to school discipline which may include, loss of, or zero credit on the assignment, lowered citizenship grade in the course, parent conference, and Saturday School. Teacher, counselor or student may request restorative practices.

14. **AUTOMOBILE/MOTORCYCLE PARKING AND USAGE ON CAMPUS**

Students must park their vehicle in student parking ONLY, which is located off of Becerra Way adjacent to the tennis courts. Students may not sit in cars or loiter in parking lots. Students driving in an unsafe manner on or adjacent to campus will receive disciplinary action & loss of driving/parking privileges on campus.

15. **CAFETERIA/LUNCH CONDUCT**

The cafeteria is operated as a service to students. Responsible conduct in the cafeteria and snack bar areas is expected of every student.

Students have the major responsibility for keeping our campus litter-free during lunch and abiding by the following rules:

- **STUDENTS ARE TO STAY ON CAMPUS DURING LUNCH. MIRA LOMA IS A CLOSED CAMPUS.**
- Cutting in front of others in lunch lines is disrespectful to those who are waiting and is not tolerated. Saving space in line is not allowed.
  1. When finished eating in the cafeteria, students are to clear their tables of litter and exit the cafeteria.
  2. All students are expected to pick up their litter during break and lunch. (Detention may be assigned to students who leave litter.)
  3. Students are not allowed to sit on tables in the cafeteria.

## 16. **DISTRICT-WIDE HIGH SCHOOL DRESS CODE**

Students are expected to wear appropriate clothing which is clean, fits properly, doesn't prevent them from participating in any school activity, and is not distracting. For safety, shoes must be worn at all times. Hats may not be worn indoors. Clothing must cover the torso, and sagging pants are not permitted. Clothing and other items worn or carried by students, including buttons and backpacks, **may not**: denigrate any group; promote violation of school rules; depict drugs, tobacco, alcohol, violence, unlawful use of weapons, intimidation, gang/cult affiliation, inappropriate language or graphics, or be sexually suggestive.

**All San Juan Unified School District Rules and Regulations will be enforced at Mira Loma High School.**

## **F. SOCIAL PROBATION**

Students may be placed on social probation for infractions including, **but not limited to**:

- fights
- possession and/or under the influence of a controlled substance, alcoholic beverage, dangerous substance
- vandalism

A student placed on social probation will be prohibited from attending or participating in any non-mandatory school function, activity or event. Non-mandatory school functions, activities or events include, but are not limited to: participation on athletic teams (including practices), dances/proms, athletic events, drama and musical productions, student club activities, and activities related to graduation, including the graduation ceremony. Social probation begins the first day of suspension. Violation of social probation will extend the extracurricular prohibition for an additional time period.

## **G. COMPUTER USAGE**

Use of the computers in all classes is available to students who agree to the terms of the "Acceptable Use Policy." The process requires the student to:

- Read and sign the copy of the "Acceptable Use Policy"
- Show ID card when using the Internet.

When you use school computers you agree to follow:

- The directions of teachers and school staff;
- Rules of the school and school district;
- Rules of any computer network you access.

You also agree to be considerate and respectful of other users.

- Use of school computers and access to the Internet is a privilege. If you do not follow the rules, you may be disciplined, and you may lose computer privileges.
- Use of school computers is for school-related education and research only. Do not use school computers and networks for personal or commercial activities.
- Do not change any software or documents (except documents you create).
- Do not produce, distribute, access, use, or store information which is:
  - ✓ Unlawful;
  - ✓ Private or confidential;
  - ✓ Copyright protected;
  - ✓ Harmful, threatening, abusive, or denigrates others;
  - ✓ Obscene, pornographic, or containing inappropriate language;
  - ✓ Interferes with or disrupts the work of others;
  - ✓ Causes congestion or damage to systems.

## **H. SEXUAL HARASSMENT**

The San Juan Unified School District recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work, and increased absenteeism or tardiness.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Examples of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools, e.g. services, programs, or instructional tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

**Due to the potential seriousness of this offense and the requirements of California Educational Code 48900.2, any infraction of this rule will result in suspension and may result in a recommendation for expulsion.**

### **Mira Loma High School Anti-Bullying Policy**

Mira Loma High School believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Mira Loma High School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions in person or through cyber media. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Mira Loma High School expects students and/or staff to immediately report incidents of bullying to an administrator or other staff member. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on our campus, Mira Loma High School will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each person's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The following Student Code of Conduct will be followed by every student while on school grounds, including during break, lunch, passing periods, or when traveling to and from school or a school-sponsored activity, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

Students are expected to immediately report incidents of bullying to an administrator or other staff member.

Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Pupil Personnel Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying; at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.

The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.