

Mira Loma High School  
Home of the Matador



Student Handbook  
2022-2023

4000 Edison Avenue  
Sacramento, CA 95821  
916-971-7465  
Fax 916-7483

**SAN JUAN UNIFIED SCHOOL DISTRICT**

**Board of Education**

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Zima Creason, Vice President  
Pam Costa, Clerk  
Saul Hernandez, Member  
Paula Villescaz, Member

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Melissa Bassanelli, Deputy Superintendent, Schools and Student Support  
Linda C.T. Simlick, J.D., General Counsel  
Trent Allen, APR, Chief of Staff  
Frank Camarda, Chief Operations Officer  
Jennifer Stahlheber, Chief Financial Officer  
Debra Calvin, Ed.D., Assistant Superintendent, Educational Services  
Paul Oropallo, Assistant Superintendent, Human Resources  
Kristan Schnepf, Assistant Superintendent, Secondary Schools and Programs  
Amberlee Townsend-Snyder, Assistant Superintendent, Elementary Schools and Programs  
Peter Skibitzki, Senior Director, Technology  
Daniel Thigpen, Senior Director, Labor Relations

**MIRA LOMA HIGH SCHOOL**

**Administration**

Cletus Purinton, Principal  
Lauren Hay, Vice Principal  
Mark Uhler, Vice Principal  
Cristina Burkhart, Vice Principal  
Jeannine Hall, Counselor  
Dori Baker, Counselor  
Sandra Stone, Counselor  
Greg Hernandez, 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>**

Main Office	971-7465
Attendance Office	971-7459/7460
Attendance Message Line	971-7972
Athletic Director, Doug Friedman.....	971-6661
Business Office, Sandra Esparza-Hubbel	971-7489
Counseling Office	971-7467
Principal, Cletus Purinton	971-7485
Principal's Secretary, Jessica McNichol	971-7485
Vice Principal's Secretary, Jenny DeVries	971-7463
International Baccalaureate Coordinator, Rochelle Jacks	971-7476
International Studies Coordinator, Sara Garzona	971-5360 ext. 6618
Cafetería, Alexis Savala .....	971-7490
Librarian, Danielle Musickly	971-7960
Registrar, Sarah Carpenter	971-7461
Student Activities Director, Chad Posner	971-5360 ext. 6630

**SCHEDULES**

**REGULAR SCHEDULE**

**THURSDAY SCHEDULE**

0	7:30-8:25	0	7:30-8:25
1	8:30-9:29	1	8:30-9:18
2	9:34-10:33	2	9:23-10:11
Break	10:33-10:43	3	10:16-11:04
3	10:48-11:47	4	11:09-12:02
4	11:52-12:55	Lunch	12:02-12:34
Lunch	12:55-1:52	5	12:39-1:27
5	1:32-2:31	6	1:32-2:20
6	2:36-3:35		

**MINIMUM SCHEDULE**

**RALLY SCHEDULE**

**FINALS SCHEDULE**

0	7:30-8:25	0	7:30-8:25	1/3/5	8:30- 10:45
1	8:30-9:11	2	8:30-9:22	Break	10:45-10:55
2	9:16-9:57	3	9:27-10:19	2/4/6	11:00-1:15
3	10:02-10:43	4	11:31-12:26		
Break	10:43-10:53	Rally	12:26-1:09		
4	10:58-11:43	Lunch	1:09-1:41		
5	11:48-12:29	5	1:46-2:35		
6	12:34-1:15	6	2:43-3:35		

**IMPORTANT DATES**

<b>AUGUST</b>	
11th	First Day of School
<b>SEPTEMBER</b>	
5th	Labor Day
7th	Back to School Night
<b>OCTOBER</b>	

3rd	Non-Instructional Day (No School)
<b>NOVEMBER</b>	
10th and 11th	Non-instructional Day/Veteran's Day
21st-25th	Thanksgiving Break
<b>DECEMBER</b>	
23rd-6th	Winter Recess
<b>JANUARY</b>	
10th	First Day of Classes (Second Semester)
16th	Martin Luther King, Jr. Day (No-School)
<b>FEBRUARY</b>	
20th-24th	Presidents' Week Recess (No-School)
<b>MARCH</b>	
20th	Non-Instructional Day (No School)
<b>APRIL</b>	
3rd-7th	Spring Break
<b>MAY</b>	
29th	Memorial Day (No-School)
<b>JUNE</b>	
2nd	Graduation
6th	Last Day of School

**MIRA LOMA HIGH SCHOOL MISSION**

Embracing diversity and valuing excellence, Mira Loma High School's mission is to educate each student through rigorous, high-quality programs which involve dynamic activities in a collaborative, compassionate, and safe learning environment.

**MIRA LOMA HIGH SCHOOL GRADUATION REQUIREMENTS beginning 2023**

Recommended Sequence

<b>Subjects</b>	<b>Yrs. Required</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
English	4 yrs	X	X	X	X
Math	3 yrs	X	X	X	
Science	1 yr Life 1 yr Physical Must include 2 yrs lab science	X	X	X	
Social Science	3 ½ yrs	X		Xx	X
Physical Education and Health	2yrs PE	X	X		
Health	1 semester	x			
World Language	2 yrs	X	X		
VAPA (Visual and Performing Arts) or CTE	1 yr		X		

Credits must total 220

X = 1-year course

x = ½ year course

All students are required to pass Math through Integrated Math 2 (IM2) 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.

**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, but the return day is also 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.

**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.

**1) CLEARING ABSENCES:**

- Parents must **clear** all absences **within five (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 must respond to the school's request/communication to clear your child's absence.
- If an absence is not cleared within five (5) days, it will be recorded as a cut.**

**2) VERIFICATION OF ILLNESS:**

- a) **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

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

The principal may excuse the following with advance approval:

- h) Court Appearance
- i) Employment Interview
- j) Additional days for funerals of immediate family members

### 4) UNEXCUSED ABSENCES

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

### 5) INDEPENDENT STUDY

- a) **If a child is 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

- a) 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.
- b) These absences will be considered doctor verified (excused).

### 7) TARDY AND EARLY DISMISSAL PROCEDURES

Students should arrive at school promptly. Tardy or late students must stop at the office to check-in. **Unexcused tardies over 30 minutes count toward truancy.** (Excused tardies=verified medical appointment, late bus, SARB, or illness). Parent or guardian, to verify first-period tardies, please call 916-971-7459 or 916-971-9760.

### 8) Early Dismissal Procedure

Students leaving school during the day must have a parent/guardian check them out.

### 9) TRUANCY

- a) **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.
- b) **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 for 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 absences.** A parent conference will be required with the school administrator to discuss the child's absence and how the schools can work with the family to ensure the child's success in school.

## **10) EXCESSIVE ABSENCE NOTIFICATIONS**

- a) **If a student has ten (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. After that, when the student is too ill to attend school, absences without verification from a medical professional or school employee will be recorded as unexcused.

## **11) TARDY POLICY**

- a) Students are expected to be in the classroom and ready for instruction when the final bell sounds. Mira Loma staff has agreed upon the following school-wide Tardy Policy. The policy is enforceable during each six-week grading period.
- b) **First and second tardy** – teacher consequence.
- c) **Third tardy**- teacher will initiate a 1 hr after-school detention. Teacher **MUST** contact parent/guardian.
- d) **Fourth/Fifth tardies**- Students should be referred to the appropriate Vice Principal for a Saturday School assignment.
- e) **Subsequent tardies**- referral to Vice Principal for appropriate consequence.

## **RESTORATIVE PRACTICE CONFLICT RESOLUTION**

Trained student mediators 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 can 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. Students are strongly encouraged to seek out counseling if they are experiencing problems with classmates, adults, or classwork. Appointments are recommended.

## **EMERGENCY INFORMATION**

Emergency information is 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 number can be made online anytime.

**NOTE: It is imperative that emergency numbers are listed in the emergency information. Students cannot be released to anyone not listed on the emergency information.**

**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 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**

Please refer to each course syllabus for teacher expectations.

## **IMMUNIZATIONS**

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



## **INTERSCHOLASTIC ATHLETIC OFFERINGS 2022-2023**

### **Fall Sports**

Football  
Coed Cross Country  
Girls Volleyball  
Boys/Girls Water Polo  
Girls Golf  
Girls Tennis

### **Winter Sports**

Boys Basketball  
Girls Basketball  
Wrestling  
Boys Soccer  
Girls Soccer

### **Spring Sports**

Baseball  
Softball  
Boys Tennis  
Boys Golf  
Coed Swimming  
Coed Track & Field  
Boys Volleyball

## **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, there are 36 chairs and four 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.

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

Telephone messages will not be delivered to students.

## **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>

## **TRANSCRIPTS**

Transcripts will be issued within 24 hours of request at the Registrar's Office

## **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**

To obtain a work permit, the student must have a 2.0, no Fs, and no more than two 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 Vice Principal's 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 before 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 must 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**

- **A current school ID is required at all dances**
- A current student ID is required to purchase dance tickets.
- **No** refunds will be given once the dance has begun.
- Admission into the dance will be allowed during the first hour and a half only. An exception will be made for school-sanctioned events.
- 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 before 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**
- All school rules are in effect at school dances.
- Sexually suggestive and lewd or obscene dancing will not be tolerated. Consequences may include being removed from the dance.
- Once a student is removed from the dance, he or she may not return and must leave campus. An administrator will make parent contact. If a parent is unable to be reached by the end of the dance, the student will be released to go home.
- Students may leave the dance at any time, yet they will not be allowed to return.
- Loitering in the parking lot or around the campus will not be permitted. Students and guests must leave immediately after the dance.

#### **Dress Code**

- a. For semi-formal and formal dances, all attire will be subject to the administration's approval at the door, and all judgments will be final.
- b. For casual dances: The school dress code is enforced at the dance with the following exceptions: Spaghetti straps. Strapless dresses and backless clothing (halter) may be worn but may not expose the 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 will be taken pre 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 occur. 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, a 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. No student should have to fear for his or her physical safety while at MIRA LOMA HIGH SCHOOL. Students breaking this policy can 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. 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 should request Conflict Mediation 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, behind E Wing, or in front of school without permission. Students may not congregate in the Attendance Office or in stairways.

### 8. PASSES

An official pass is necessary for any movement within the school during class time. Students out of class without a pass may receive disciplinary action.

### 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 at 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 phones during class. **The school is not responsible for any lost or stolen electronic devices.** At any time during the school year, the privilege to use electronic devices during school hours may be revoked by the school administration.

**11. TOBACCO/VAPE 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 using 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**

Each student is responsible for performing academic tasks so 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 and written assignments, and recitation 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 and 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. Teachers, counselors or students 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 unsafely on or adjacent to campus will receive disciplinary action and 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 are responsible for keeping our campus litter-free during lunch and abiding by the following rules:

- 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.
- When finished eating in the cafeteria, students are to clear their tables of litter and exit the cafeteria.
- All students are expected to pick up their litter during break and lunch. (Detention may be assigned to students who leave litter.)
- Students are not allowed to sit on tables in the cafeteria.
- Students are to stay on campus during lunch. **MIRA LOMA IS A CLOSED CAMPUS.**

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

Students are expected to wear clean and appropriate clothing 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
- Attendance issues

**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 on 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 an 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 that 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 works 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 that 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.

## **EQUITY POLICY**

The San Juan Unified School District Board of Education is committed to equal opportunity for all individuals in district programs and activities. District programs, activities, and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

All school programs, activities, and student clubs are available to all students, without regard to actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

If you believe you have experienced unlawful discrimination, please contact the District's Title IX Coordinator:

Linda C.T. Simlick, General Counsel  
3738 Walnut Ave  
Carmichael, CA 95608  
(916) 971-7110  
[LegalServices@sanjuan.edu](mailto:LegalServices@sanjuan.edu)

## **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 bullying incidents 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 bullying incidents 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 an 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 the 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.

