

Mira Loma High School

4000 Edison Avenue
Sacramento, CA 95821
(916) 971-7465
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Student Handbook 2015 - 2016

SAN JUAN UNIFIED SCHOOL DISTRICT

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MIRA LOMA HIGH SCHOOL

Administration

Rich Nichols, Principal
Sheila Holley, Vice Principal
Lynne Tracy, Vice Principal
Janice Cataldi-Price, Counselor
Kristine Green, Counselor
Jeannine Hall, Counselor

GENERAL INFORMATION

Telephone Directory3
Bell Schedules..... 3-4
Important Dates.....4
Mission5
Minimum Graduation Requirements5
SCHOOL INFORMATION 5-9
After School Policy5
 Attendance and Tardy Policies and Procedures 5-7
 Computer Usage..... 7
 Conflict Management.....8
 Counseling 8
 Emergency Care Cards..... 8
 Flowers, Balloons..... 8
 Food Delivery..... 8
 Food Services..... 8
 Homework..... 8
 Immunizations..... 8
 Interscholastic Athletic Offerings..... 8
 Library 8-9
 Lost and Found9
 Telephone Messages to Students.....9
 Telephone Messages to Teachers9
 Transcript9
 Transferring From School.....9
 Visitors to School9
 Work Permits9
SCHOOL RULES & REGULATIONS..... 9-13
 Automobile/Motorcycle Parking.....9
 Bicycle/Skateboards/Rollerblades9
 Cafeteria/Lunch Conduct..... 9-10
 Closed Campus10
 Dance Policies10
 Dangerous Objects10
 District Dress Code10
 Electronic Devices11
 Fighting11

Gambling.....	11
Identification Compliance.....	11
Off Limits Area	11
Passes	11
Physical Education Dress Policy	12
Plagiarism and Academic Dishonesty	12
Sexual Harassment.....	12
Slurs	12
Social Probation.....	12-13
Theft	13
Tobacco	13
Vandalism	13

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, Lindsay Wing.....	971-7932
Business Office	971-7489
Counseling Office.....	971-7467
Rich Nichols, 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, John Kuzmich	971-5360 ext. 6663
Cafeteria	971-7490
Librarian, Sarah Gibson.....	971-7960
Registrar.....	971-7461
Student Activities Director, Chad Posner	971-5360 ext.6630

BELL SCHEDULES

REGULAR DAY SCHEDULE

RALLY SCHEDULE

<u>Period</u>	<u>Start</u>	<u>End</u>	<u>Period</u>	<u>Start</u>	<u>End</u>
1	7:45	- 8:44	1	7:45	- 8:37
2	8:49	- 9:48	2	8:42	- 9:34
Break	9:48	- 9:58	Break	9:34	- 9:44
3	10:03	- 11:02	3	9:49	- 10:41
4	11:07	- 12:10	4	10:46	- 11:41
Lunch	12:10	- 12:42	Rally	11:46	- 12:24
5	12:47	- 1:46	Lunch	12:24	- 12:56
6	1:51	- 2:50	5	1:01	- 1:53
			6	1:58	- 2:50

HOMECOMING RALLY SCHEDULE

<u>Period</u>	<u>Start</u>	<u>End</u>
1	7:45	- 8:36
2	8:41	- 9:32
Break	9:32	- 9:42
3	9:47	- 10:38
4	10:43	- 11:38
Lunch	11:38	- 12:10
5	12:15	- 1:06
6	1:11	- 2:02
Rally	2:07	- 2:50

OPEN HOUSE/BACK TO SCHOOL

<u>Period</u>	<u>Start</u>	<u>End</u>
1	7:45	- 8:26
2	8:31	- 9:12
3	9:17	- 9:58
Break	9:58	- 10:08
4	10:13	- 10:58
5	11:03	- 11:44
6	11:49	- 12:30

FINALS 3-DAY SCHEDULE

1/3/5	7:45	- 10:00
Break	10:00	- 10:10
2/4/6	10:15	- 12:30

COMMON PLANNING DAYS (Thursday)

1	7:45	- 8:33
2	8:38	- 9:26
3	9:31	- 10:19
4	10:24	- 11:17
Lunch	11:17	- 11:49
5	11:54	- 12:42
6	12:47	- 1:35

LAST DAY OF SCHOOL

1	7:45	- 8:26
2	8:31	- 9:16
3	9:21	- 10:02
Break	10:02	- 10:12
4	10:17	- 10:58
5	11:03	- 11:44
6	11:49	- 12:30

IMPORTANT DATES**August**

13 First Day of Classes (First Semester)

September

07 Labor Day (No School)

09 Back to School Night

November

11 Veteran's Day Holiday (No School)

23-27 Thanksgiving Week (No School)

December

21 – 1/4 Winter Recess (No School)

January

05 Non-Instructional Day (No School)

06 First Day of Classes (Second Semester)

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

February

15-19 Presidents' Week Recess (No School)

March

21-25 Spring Break (No School)

27 World's Fair/Open House

May

30 Memorial Day Holiday (No School)

31 Graduation 7pm (Memorial Auditorium)

June

04 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	½ yr				

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.
- All students must pass the **High School Exit Exam** to receive a diploma.

SCHOOL INFORMATION

AFTER SCHOOL POLICY

At the end of each school day, Mira Loma administration and campus monitors provide supervision for approximately 25 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 three designated areas where students may congregate:

- Students waiting for carpools are to wait in the east staff parking lot area between the A and B wings
- 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 3:05 p.m. when school is released at 2:50 p.m. and after 2:00 p.m. on Thursdays.

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

- 1st Offense: Warning
- 2nd Offense and on-going: Directed to Vice Principal

ATTENDANCE AND TARDY POLICIES

Every student must be in school unless it is necessary for him/her to be absent due to ILLNESS, DOCTOR APPOINTMENT, COURT SUBPOENA, OR FUNERAL FOR MEMBER OF IMMEDIATE FAMILY.

Regular, punctual attendance is necessary for students to receive maximum benefits from daily instruction. The following procedures are designed to encourage good attendance:

- **ATTENDANCE**
 - State law limits excused absences to only a few categories: illness, medical or dental appointments, death in immediate family. Immediate family includes parents, siblings, and grandparents only.
 - Medical verification for illness is required after 60 missed periods. After 60 missed periods, parent excuses will be considered documented unexcused absences.
- **ATTENDANCE PROCEDURES**

ABSENCE CLEARING:
When a student is absent for a full day, a message must be left by a parent/guardian on the 24-hour absence clearing line: 971-7972. **Please furnish the following information when leaving a message:**

 - 1. The date of absence.**
 - 2. Student's name and student number**
 - 3. Your name and relationship to student**
 - 4. Reason for Absence**

Contact should be made as early as possible. The Attendance Office hours are 7 a.m. to 4 p.m., Monday – Friday.
Absences not cleared within 5 days will automatically be recorded as “cuts”. Absences will not be cleared after 5 days. If the absence is not cleared within 10 days, a Saturday School may be assigned.
- **ABSENCE CLARIFICATION**
 - Excused absences: Illness, medical and dental appointments, death in the immediate family, educational field trips. Medical and dental appointments should be scheduled outside of the school day.
 - Documented unexcused absence: Parent approved the absence, but the absence did not meet state requirements listed above. Eighteen (18) or more documented unexcused absences will result in truancy letters being issued.
 - Truancy: the absence occurred without parent/guardian knowledge or consent. A counselor or administrator will arrange conferences; detention will be assigned. Missing class due to oversleeping will be considered truancy.
 - San Juan Unified School District sends a letter to parents when a student has reached **18** periods of documented unexcused and/or truancy.
 - San Juan Unified School District sends a second letter when a student has reached **24** periods of documented unexcused and/or truancy.
 - San Juan Unified School District sends a third letter when a student has reached **36** periods of documented unexcused and/or truancy. This letter notifies parents that the student is now considered truant. The student and parents are referred to the district's Child Welfare and Attendance Office. You may be referred to Building Bridges Attendance Review Team **Thirty-six (36) periods** of documented unexcused and/or truanancies may result in social probation, including not participating in the graduation ceremony. **Truancies may result in the revoking of a work permit and possibly the suspension of a driver's license.**
 - Students and parents are able to monitor attendance through the Parent Portal (see Parent Portal). It is extremely important for students/parents to monitor attendance accuracy and to promptly clear any mistakes with the Attendance Office and teacher.
 - Out-of-town trips should be cleared in advance through the Vice Principals' office.
 - In cases where students are absent for a period of several days, a parent or guardian should call the school every other day and advise the Attendance Office of the condition of the student.
 - The auto-dialer system calls the home telephone number between 5:30 p.m. and 9:30 p.m. to notify parents of an absence occurring on the **previous school day**. If you are **aware** of the absence call the 24 Hour Line, 971-7972. If you are **unaware** of the absence call the Attendance Office between 7:00 a.m. and 4:00 p.m. at 971-7459.
- **LONG-TERM ABSENCES**

When a student is expected or planning to miss school for a long period of time, certain procedures should be followed, depending on the reason for the absence.

 - **Long-term illness** – For students who will be out of school for three (3) weeks or more due to illness, the student should contact the school for enrollment into the district HOME AND HOSPITAL program. Contact the school or call the Home and Hospital program at 971-7017.
 - **Chronic Illness Form** – Students experiencing severe illness need to complete a chronic illness form, which is filled out and signed by both the parent/guardian and physician, and file it with the attendance office. Parents *must still write a note for each absence* (within 10 days of the absence) and state on the note whether the absence is due to the chronic illness or some other reason.
 - **Short-Term Independent Study** – Students missing five (5) or more days due to unavoidable circumstances should contact a Vice Principal at 971-7463. Students can earn credit and avoid attendance problems by enrolling in Short-Term Independent Study. A minimum of 5 days notice is required to set up Short-Term Independent Study.
- **STUDENT ILLNESS OR INJURY**

Students who become ill or injured during the school day **must** report to the Attendance Office. Parents will be contacted to give permission for a student to receive an Early Dismissal to go home.

- **EARLY DISMISSAL**

If a student must leave campus for any reason during the school day, including break and lunchtime, the student **must** have an Early Dismissal slip from the Attendance Office. When calling to get an Early Dismissal, please tell us: the time the student needs to be dismissed; where the student is going; what time, if applicable, the student will be returning. Upon return, the student must check in with the Attendance Office. The Attendance Office **must** have one hour's notice for an Early Dismissal to be issued.

Please call 971-7459 or 971-7460 for Early Dismissals.

→ STUDENTS LEAVING CAMPUS *WITHOUT* AN EARLY DISMISSAL WILL RECEIVE DISCIPLINARY ACTION INCLUDING HOME SUSPENSION. PARENTS MAY NOT CLEAR THE ABSENCE AFTER THE STUDENT LEAVES CAMPUS OR UPON RETURN! ←

- **LATE ARRIVAL**

Students are expected to arrive to school prior to the first bell. Successful students arrive to school and class on time.

- Students who arrive less than 30 minutes late should go directly to class. This is considered a tardy.
- Students who arrive more than 30 minutes late **must** report to the Attendance Office to receive a tardy slip. If the parent has not called to report the student's tardy, the student will receive a detention. The parent can cancel the detention by calling prior to 1:00 p.m. on the day the detention is scheduled. Students who oversleep cannot have the detention cleared.
- Students arriving late to school due to an **excused** reason must check in and receive an excused tardy slip.

- **TARDIES**

Students are expected to be in the classroom and ready for instruction when the final bell sounds.

The Mira Loma staff has agreed upon the following school-wide **TARDY POLICY**. The policy is enforceable during each six-week grading period.

1. First and second tardy - teacher consequences.
2. Third tardy - the teacher will initiate a one (1) hour after-school detention. Teacher must contact parent/guardian.
3. Fourth and fifth tardy - student should be referred to the appropriate vice principal for a Saturday School assignment.
4. Subsequent tardies - referral to vice principal for appropriate action.

For parents/guardians to verify 1st period tardies, please call 971-7459 or 971-7460.

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.
- Follow the directions of teachers and school staff;
- Follow the rules of the school and school district;
- Follow the 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.

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)

- 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 Attendance Office. If you find an article not belonging to you, you must turn it in to the Attendance Office 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.

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 Rally Day). Legal liability and disruption of the educational program will not permit very young children or non-students to be brought to school.

WORK PERMITS

In order to obtain a work permit the student needs to have at least a 2.0, no F's and no more than 2 truancy notices. All work permit applications are to be turned in at the VP office. Student Work Permits can be picked up from the Vice Principal's secretary approximately 24 hours after the application is submitted.

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)**. 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.

AUTOMOBILE/MOTORCYCLE PARKING AND USAGE ON CAMPUS

Students must park their car or motorcycle in student parking ONLY, which is located in the west parking lot off of Becerra Way adjacent to the tennis courts. Students who park illegally in staff or visitor spaces will receive a warning. Subsequent violations will result in disciplinary action. Students are not permitted to go to their cars during break and lunch. Students may not sit in cars or loiter in the parking lots. Students driving in an unsafe manner on or adjacent to campus may receive disciplinary action and loss of driving/parking privileges on campus.

BICYCLES/SKATEBOARDS AND ROLLER BLADES

Bicycles, skateboards and roller blades are not to be ridden on campus at any time. Bikes are to be secured at the bike racks, skateboards and roller blades are to be secured outside the attendance office in the locking 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 may receive disciplinary action.

CAFETERIA/LUNCH CONDUCT

The cafeteria is operated as a service to students. Responsible conduct in the cafeteria and in the 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:

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

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.

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 function for a period of 30 days.

DANCE POLICIES

1. **A current school ID is required at all dances**
2. **Tickets may be sold at the door to Mira Loma students ONLY.** 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. Students will not be admitted without a receipt
3. **No** refunds will be given.
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 WILL BE GRANTED.**
6. Students AND guests must show current picture identification to be admitted.
7. Tobacco, drugs, or alcohol will not be allowed at the dance or on school property.
8. Students under the influence of drugs or alcohol or who are in possession of drugs or alcohol at the dance will have the following consequences imposed:
 - a. 5-day suspension and possible expulsion referral
 - b. Referral to law enforcement
 - c. 20 school days of social probation during which time the student will not be allowed to participate in any extracurricular activity **including athletics.**
9. Students who engage in inappropriate dancing will be warned for the first time and after a second incident will be 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 conclusion of the dance.
13. Dress Code
 - d. For formal dances (Junior Prom, and Senior Ball): 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. Dress pants and collared shirts and ties are required for the gentlemen. All attire will be subject to the approval of the administration at the door, and all judgments will be final.
 - e. 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.

DANGEROUS OBJECTS

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

DETENTION ASSIGNMENTS

A student assigned after-school detention must serve on the day assigned. Students who do not serve their detention may be assigned Saturday school or home suspension. A student must have a parent call the Vice Principal's secretary to re-schedule a detention.

DISTRICT DRESS CODE

All students are expected to dress appropriately for a K-12 educational environment. Clothing, hair styles, or hair color that significantly interferes with or disrupts the educational environment, unless protected under the freedom of speech laws, board policy, or administrative regulation is unacceptable. Clothing, jewelry, and personal items with language or images that are vulgar, sexually suggestive, discriminatory, obscene, or libelous, or that promote illegal or violent content, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, indicates membership in or promotion of a gang, or clothing that contains threats, is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff or undergarments or that is otherwise sexually provocative is prohibited.

Specific Clothing Restrictions

- Shoes must be worn at all times; house slippers may not be worn.
- Strapless tops, muscle shirts, tube tops, or any excessively revealing clothing is not permitted.
- Backless tops and see-through clothing are not permitted.
- Skirts must be of moderate length.
- Shorts and cut-offs must have a three inch inseam.
- Swim suits and running shorts are not permitted.
- Belts may not hang from the waist.
- Hats and hoods are not to be worn in classrooms at any time.
- Bandanas of any color, hairnets, headbands and wave caps are prohibited.
- Chains and spiked jewelry of any type are prohibited.

ELECTRONIC DEVICES

Electronic devices must be turned off and stored out of sight while students are inside the classroom, unless allowed by individual classroom teachers. Electronic devices may be used before school and after school, and during passing periods, break, and lunch. **The school is not responsible for any lost or stolen items.** Students who violate this policy are subject to disciplinary action.

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 years may be moved to an alternative placement.** Students breaking this policy will be placed on social probation

➔ **Students who watch or go to a fight are subject to home suspension.** ⬅

Boxing is not permitted on campus under any circumstances.

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

GAMBLING

Gambling or gaming (pitching coins or dice) of any kind is illegal and will not be allowed at school and disciplinary action may be taken. Additionally, gaming equipment is not allowed on campus, including (but not limited to) dice or playing cards. Gaming equipment will be confiscated and returned to a parent.

IDENTIFICATION/COMPLIANCE

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

OFF-LIMITS AREAS

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

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 or other permission. Students out of class without a pass may receive detention, on-site suspension, or Saturday school.

PHYSICAL EDUCATION DRESS POLICY

To receive full credit, all students are required to dress in the approved PE uniform each day. Students excused from participation must still dress in approved PE uniform each day.

PLAGIARISM and ACADEMIC DISHONESTY

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 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;
- Deliberately supplying material to a student for purposes of plagiarism is also culpable.

Students found cheating, acting in a manner that gives the appearance of cheating, or plagiarizing will face disciplinary action, including zero credit for that assignment, parent conference, or suspension.

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.

SLURS

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

SOCIAL PROBATION

Students will be placed on a 20 school day 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: field trips, 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.

THEFT

Students caught either attempting to steal or with stolen property, will be suspended and referred to law enforcement.

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.

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.

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 the administration or any 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 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 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 subjected to disciplinary action up to and including expulsion.

Students are expected to immediately report incidents of bullying to the administrator or any 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 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.