June 2016

Dear Parents,

In an effort to better communicate with you and in order to comply with San Juan Unified School District Policy 5161, we are sending the attached 2016-2017 School Rules and Regulations for Mira Loma High School. School Administrators will be visiting classrooms after school begins to discuss this information with teachers. Teachers will give a copy of their grading policy for each class to all students.

PLEASE SIGN THE ACKNOWLEDGEMENT BELOW AND BRING IT TO SCHEDULE PICK UP -- the completed Acknowledgement is required in order to pick up your student’s schedule. Your signatures on the form below indicate that you and your student have received and discussed the School Rules and Regulations and understand that your student will be held accountable for any infraction of the rules and regulations. Failure to comply with district and school rules may result in:

- Detention
- Saturday School
- On-Site Suspension
- Home Suspension
- Parent Conference
- Expulsion and/or Suspension
- Referral to an Alternative Program

Rich Nichols,
Principal

Mira Loma High School
Parent/Student Acknowledgement

Students Name (printed):

Last Name

First Name

Grade: _______

Date: ______________

Our signatures below acknowledge that we have read this year’s School Rules and Regulations and are aware of the school rules.

Parent/Guardian Signature: _______________________________________________________

Student Signature: ____________________________________________________________

THIS FORM MUST BE COMPLETED IN ORDER TO PICK UP SCHEDULES
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 Rallys. 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
Collaboratively created by Students, Parents, Staff & Administration
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. No replacement student photo ID’s will be made the last day of ticket sales. 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.
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 Lomas 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. Tobacco, drugs, or alcohol will not be allowed at the dance or on school property.
8. Students under the influence of drugs or alcohol 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. Social probation during which time the student will not be allowed to participate in any extracurricular activity including athletics.
9. No “slaming,” “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. Examples of inappropriate dancing are the following:
   a. Back to front dancing
   b. Hands on the ground
   c. Bending over
   d. Laying on the ground
   e. Straddling or leg-wrapping
   f. Touching other people’s private parts
10. Consequences
    a. First time will result in the student’s wristband being cut.
    b. Second offense will result in removal from the dance, loss of privilege to attend the next scheduled school dance, and possible disciplinary action (i.e. Saturday School or Home Suspension).
11. 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 release to go home.
12. Students may leave the dance at any time, yet they will not be allowed to return.
13. Loitering in the parking lot or around the campus will not be permitted. Students and guests must leave immediately after the dance.
14. Dress Code
   a. For semi-formal and formal dances (Homecoming Dance, Junior Prom, and Senior Ball): School dress code is enforced at the dance with the following exceptions: strapless dresses, and backless clothing (halters) 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.
   b. For casual dances: School dress code is enforced at the dance with the following exceptions: Strapless dresses, and backless clothing (halties) 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 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. Fighting 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 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**
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;

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.

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 who park illegally (staff/visitor spaces) will receive a citation. Subsequent violations will result in disciplinary action. **NO STUDENT PARKING WILL BE PERMITTED BEHIND THE SHOPS, CAFETERIA OR BLACK TOP BEHIND THE GYM.** Students are permitted to go to their cars during break and first and last five minutes of lunch. Students may not sit in cars or loiter in parking lots. Students driving in an unsafe manner or on 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.
- 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.

16. **DISTRICT-WIDE HIGH SCHOOL DRESS CODE**
In general, 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. Graphic or 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.
Students who are placed on social probation may be eligible to be removed from their social probation if they complete the following terms:

- No additional discipline entries
- Minimum of a 2.0
- Student attendance may not have more than two tardies and no unexcused absences
- Meeting with vice principal and guardian to review contract and sign off

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.