

Mira Loma High School
Home of the Matador



Student Handbook
2024-2025

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

SAN JUAN UNIFIED SCHOOL DISTRICT

Board of Education

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Saul Hernandez, Vice President
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Paula Villescaz- Member
Tanya Kravchuk, Member
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Amy L. Slavensky, Deputy Superintendent, Schools, and Student Support
Fhanysha Clark Gaddis, J.D., MPP, General Counsel
Trent Allen, APR, Chief of Staff
Frank Camarda, Chief Operations Officer
Joel Ryan, Chief Financial Officer
, Associate Superintendent, Educational Services
Rebecca Toto, Assistant Superintendent, Human Resources
Kristan Schnepf, Assistant Superintendent, Secondary Education, and Programs
Amberlee Townsend-Snyder, Assistant Superintendent, Elementary Education, and Programs
Peter Skibitzki, Senior Director, Technology
Daniel Thigpen, Executive Director, Labor Relations and Governmental Affairs

MIRA LOMA HIGH SCHOOL

Administration

Kaden Bahner, Principal
Lauren Hay, Vice Principal
Steven Roman, Vice Principal
Mark Uhler, Vice Principal
Jeannine Hall, Counselor
Greg Hernandez, Counselor
Michelle Parker, Counselor
Janis Walters, Counselor
Monique Young, Counselor

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TELEPHONE DIRECTORY

Please check the Mira Loma Website for phone numbers and links to email addresses 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, Kate Dalizu	971-6661
Business Office, Sandra Esparza-Hubbel	971-7489
Counseling Office	971-7467
Principal, Kaden Bahner	971-7485
Principal's Secretary, Jessica McNichol	971-7485
Vice Principal's Secretary, Jenny DeVries	971-7463
International Baccalaureate Coordinator, Rochelle Jacks	971-7465
International Baccalaureate Career Pathway Coordinator, Marcy Alexander	971-7465
MYP Coordinator, Rachel Volzer	971-7427
International Studies Coordinator, Sara Garzona	971-5360 ext. 6618
Cafetería, Alexis Savala	971-7490
Librarian, Danielle Musick-ly	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		
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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

AUGUST	
8th & 9th	Schedule Pick-up
5th & & 7th	EL Orientation
8th	Athletic Information Night
15th	First Day of School
SEPTEMBER	
2nd	Labor Day
11th	Back to School Night
OCTOBER	
4th	Non-Instructional Day (No School)
NOVEMBER	
11th and 15th	Non-instructional Day/Veteran's Day
25th-29th	Thanksgiving Break
DECEMBER	
23nd-6th	Winter Recess
JANUARY	

7th	First Day of Classes (Second Semester)
20th	Martin Luther King, Jr. Day (No-School)
FEBRUARY	
17th-21rd	Presidents' Week Recess (No-School)
MARCH	
APRIL	
14th-18th	Spring Break (No School)
MAY	
26th	Memorial Day (No-School)
JUNE	
9th	Graduation
10th	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 that involve dynamic activities in a collaborative, compassionate, and safe learning environment.

MIRA LOMA HIGH SCHOOL GRADUATION REQUIREMENTS beginning 2023

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	3 yrs	X	X	X	
Science	1 yr Life 1 yr Physical Must include 2yrs of 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

½ year course

X = 1-year course

x =

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 creates 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 notifying the school of a student's absence. 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 for 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 the immediate family
- e) Jury Duty in the manner provided by law
- f) The 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 parents 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/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 is tardy or absent for more than 30-minutes 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: Students are expected to be in the classroom and ready for instruction when the final bell sounds. Teachers will shut and lock their doors when the final bell sounds. Students who are tardy to class must go to the attendance office to get a late slip. Students cannot enter the classroom without the late slip. Mira Loma staff has agreed upon the following school-wide Tardy Policy. The policy is enforceable during each six-week grading period.

- a) **First and second tardy** – Warning/Reprimand
- b) **Third tardy**- 1 hr after-school detention
- c) **Fourth/Fifth tardies**- Warning/Reprimand
- d) **Subsequent tardies**- Saturday School assignment

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 2023-2024

Fall Sports

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

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 tables. 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:
 - Enjoy the computers for learning opportunities.
 - Search for school-related topics
 - Follow the rules of the district, the school, and the staff.
4. What not to do on the computers:
 - Use for personal or commercial activity (No access or personal email)
 - Change any software, documents, or computer set-ups
 - Put disks or flash drives in the computer other to save or work on the document
 - Produce, distribute, access, store, or use information that is:
 - Unlawful
 - Private or confidential
 - Copyright Protected
 - Harmful, threatening, abusive, or denigrating to others
 - Obscene, pornographic, or containing inappropriate language
 - Disruptive to the work of others
 - Damaging or congestive to systems

LOST AND FOUND

Lost or found articles may be turned in or claimed in the Textbook Room. If you find an article not belonging to you, you must turn it into 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 Website, <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.

Mira Loma holds a progressive discipline policy. Under this policy, students will receive discipline according to the number and severity of behaviors and offenses. Students will be assigned alternatives to suspension for less severe offenses as the primary focus of discipline is to correct behavior so students can remain on campus. If these alternatives are not effective to bring about corrected behavior, suspensions will be issued leading up to the possibility of expulsion.

A. 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 Education 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 the 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, campus monitors, 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 referred 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 disciplinary actions.

Students experiencing personal conflicts with another student should request Conflict Mediation with 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, stairways, or bathrooms. Closed campus violations will result in a safety search and possible disciplinary action.

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 or a safety search.

9. **BATHROOM POLICY**

Bathrooms will be locked for the first 10 minutes of each period. Students will have access after the first 10 minutes. Students in an emergency or with accommodations can come to the office for assistance. Bathrooms will be open for students before and after school as well as during passing periods and lunchtime. No bathroom passes will be allowed in the last 10 minutes of each period. Only one student per class will be allowed to use a bathroom pass at a time. Phones will remain in the classroom while a student uses a bathroom pass. No phones will be allowed in the restrooms.

10. **BICYCLES/SKATEBOARDS AND E-BIKES/SCOOTERS**

Bicycles, skateboards, and e-bikes/scooters are not to be ridden on campus at any time. Bikes, skateboards, and e-bikes/scooters 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 any of these items will receive disciplinary action.

11. **ELECTRONIC DEVICES**

Phones & Electronics will be turned off (silenced) and out of sight at the beginning of each class for the entire period unless specifically directed to be used for the lesson. Electronics can't be taken to the bathroom and must be turned in for a bathroom pass prior to leaving the classroom. Electronic devices may be used before school and after school and during passing periods, breaks, 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.

12. 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.

13. 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.

14. A SAFETY SEARCH will be conducted for the following reasons

1. A student smells of drugs and/or student appears to be under the influence
2. Student(s) in the same bathroom stall
3. Closed campus violations
4. Safety concerns about carrying a weapon(s).

Students will receive disciplinary action if any contraband is found or the student is under the influence. If a search is conducted twice in the same day the student will be assigned to redirect class for the remainder of the day.

15. 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 recitations are to be the work of the student presenting the material. Any use of wording, ideas, or findings of other persons, writers, or researchers requires the explicit citation of the source; use of the exact wording requires a "quotation" format AND CITATION (MLA format). Any student deliberately assisting another student in academic dishonesty is also culpable (i.e., letting a friend copy your homework, sharing test questions or answers, providing a photo of tests 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.

16. AUTOMOBILE/MOTORCYCLE PARKING AND USAGE ON CAMPUS

Students must park their vehicles in student parking ONLY, which is located off 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

17. 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.**

18. **SOCIAL PROBATION**

Students may be placed on social probation for the violation of school rules

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.

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

B. 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. Closed campus violations will result in a safety search and disciplinary action.

C. 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.

D. PHYSICAL EDUCATION DRESS POLICY

All students are required to dress to participate safely each day.

E. DISTRICT-WIDE HIGH SCHOOL DRESS CODE

Students are expected to wear clean and appropriate clothing that 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.

Students CAN NOT wear clothing, jewelry, or personal items that depict:

- Violent language or images
- Images or language depicting drugs, alcohol, tobacco, vaping, or drug paraphernalia
- Profanity, pornography, or any items that promote illegal or violent conduct
- Promotion of a hate group/organization targeting specific groups (race, religion, ethnicities, nationalities/national origins, genders, and/or sexual identities)
- Hate speech
- Swimsuits, except when worn in PE
- Dangerous Accessories
- Covers the student's face except headgear worn for religious or medical purposes
- Demonstrate gang association/affiliate

F. 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.
- Clear bags only
- 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

- 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.
- For casual dances: The school dress code is enforced at the dance with the following exceptions: Spaghetti straps. Strapless dresses and backless clothing (halters) may be worn but may not expose the midriff or undergarments.

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.

- The 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.
- The 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 the 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 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 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:

Fhanysha Clark Gaddis, J.D.,MPP, General Counsel
3738 Walnut Ave
Carmichael, CA 95608
(916) 971-7110
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, and 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