

# **MIRA COSTA HIGH SCHOOL**



## **STUDENT AND PARENT INFORMATION HANDBOOK**

**2025-2026**

**School Year**

**Please Read and Retain  
for Your Records**

# Mira Costa High School

1401 Artesia Boulevard,

Manhattan Beach, CA 90266

Phone: (310) 318-7337 Fax: (310) 303-3814

<http://www.miracostahigh.org>

## Administration

Principal: Administrative Assistant:	Jennifer Huynh, Ed.D Krishna Berkes
Vice Principal (9th Grade): Administrative Assistant:	Raeann Martí Jan Norris
Vice Principal (10th Grade): Administrative Assistant:	Scott Hughes Caryn Virtue
Vice Principal (11th Grade): Administrative Assistant:	Kimberly Price Susan Allen
Vice Principal (12th Grade): Administrative Assistant:	Deborah Park, Ed.D. Rebecca Vaughan

It is our responsibility to provide the best learning environment possible, and we encourage students to take full advantage of the educational opportunities at Mira Costa High School and in the Manhattan Beach Unified School District.

Please read this Handbook in its entirety, and then sign the Parent/Guardian & Student Acknowledgement form acknowledging that you have read this handbook and return it at registration. Please note that Mira Costa High School rules and regulations apply to all students, including those who have reached the age of eighteen. Thank you.

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, immigration status, nationality, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

**Contact Information:**

Questions or complaints of alleged discrimination, harassment, intimidation, bullying, and equity concerning students should first be directed to the school site administrator. They will then direct students to the Assistant Superintendent of Human Resources, if warranted:Kelli Keller  
(310) 318-7345 ext. 5966  
[kkeller@mbusd.org](mailto:kkeller@mbusd.org)

Questions or complaints of alleged discrimination, harassment, intimidation, bullying, and equity concerning students should first be directed to the school site administrator. They will then direct students to the Director of Student Services if warranted:

Kerry Riccio Agüero, Ed.D.  
(310) 318-7345 ext, 5989  
[kaguero@mbusd.org](mailto:kaguero@mbusd.org)

**Title Coordinators**

Deputy Superintendent	Director of Student Services	Assistant Superintendent, Human Resources
Dawnalyn Murakawa-Leopard, Ed.D. 325 S. Peck Avenue Manhattan Beach, Ca 90266 <a href="mailto:dmurakawa@mbusd.org">dmurakawa@mbusd.org</a> <ul style="list-style-type: none"> <li>Title II</li> <li>Williams Act &amp; ADA</li> </ul>	Kerry Riccio Agüero, Ed.D. 325 S. Peck Avenue Manhattan Beach, Ca 90266 <a href="mailto:kaguero@mbusd.org">kaguero@mbusd.org</a> <ul style="list-style-type: none"> <li>UCP (pertaining to students)</li> <li>Title IX</li> <li>Section 504</li> <li>Title V</li> </ul>	Kelli Keller 325 S. Peck Avenue Manhattan Beach, Ca 90266 <a href="mailto:kkeller@mbusd.org">kkeller@mbusd.org</a> <ul style="list-style-type: none"> <li>UCP (pertaining to staff)</li> </ul>

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# MCHS ATTENDANCE OFFICE

MCHS Attendance Office Hours: (Monday - Friday) 7:30 am - 3:00 pm

CLOSED to students during class time

Email: [MiraCosta.attendance@mbusd.org](mailto:MiraCosta.attendance@mbusd.org)

<https://www.miracostahigh.org/apps/pages/attendance>

Starting in the 2025-2026 school year, the MCHS Attendance Office will be keeping all digital attendance records. Please communicate with us via our online verification form found on our school website to clear any full-day or partial-day absences **within 3 days of the absence**.

## Attendance Shortcuts for Parents/Guardians:

- Was your student absent from school? If yes, click [here](#).
- Does your student need to leave school during school hours? If yes, click [here](#).
- What do the Aeries attendance codes mean? To learn, click [here](#).
- What if my student is ill at school? To learn, click [here](#).
- What if my student does not attend his/her sport? To learn, click [here](#).

## Regular Attendance Is Essential For Learning

Consistent attendance and in-class participation directly impact student success. Studies have shown that students who attend school regularly and on time achieve at higher levels than students who do not have regular attendance. Additionally, students who regularly attend school feel connected with their peers, teachers, and the school community, which benefits their overall social-emotional well-being. Mira Costa is committed to cultivating exemplary attendance habits by implementing District and State policies. To view an infographic about the school's attendance protocols, please refer to this resource: [Attendance Matters](#)

## School Communication

- Parents/guardians receive daily automated phone calls reviewing their student's attendance for the day.
- Parents/guardians also receive attendance notifications through Aeries.
- Parents may access their student's attendance history on a daily basis via Aeries.
- ALL absences (excused or unexcused) are monitored. Parents/guardians are sent attendance monitoring letters throughout the school year regarding excused and unexcused absences.
- Students are assigned consequences for only unverified absences and tardies throughout the school year. Students and parents are emailed this information on a weekly basis.
- Students who are chronically absent (10% or more of the school year) must attend school attendance review team (SART) meetings, district attendance review team (DART) meetings, or Student Attendance Review Board (SARB) hearings.

## Absence Policy

A student is marked **ABSENT** when they are more than 30 minutes tardy or are not present

during a scheduled class period. Students are expected to be in class daily and on time. If a student is absent for any reason, parents have **3 days** to **verify** the absence through the online verification system. All unverified absences will be considered truant after 3 school days. If an absence is verified by the parent but the reason for the absence is not categorized as excused per state policy, the absence will be considered verified unexcused.

### Truancy

A student is **TRUANT** when they are absent from class without school and parent/guardian knowledge or permission, or when they leave class or school campus without permission before the class or school day is officially over. All *unverified* absences will be considered *truant* after 3 school days.

## REPORTING AND VERIFYING ABSENCES

<p>Click Here to Access the <a href="#">Full-Day Absence</a> Verification Form</p>	<p>Click Here to Access the <a href="#">Partial-Day (Period) Absence</a> Verification Form</p>
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### How to Verify a **Full-Day Absence**:

Parents/Legal Guardians/Students are encouraged to check “Aeries” on a regular basis for attendance. Absences will only be eligible for clearance using the online verification form. Parents/Legal Guardians should NOT call in or email an absence as absences will NOT be cleared by phone or by email.

- **Absences must be verified by a student’s parent/legal guardian within 3 days by using the Online Full-Day Absence Verification Form on the school website.** Otherwise, the full-day absence will be marked as “TRUANT.”
- Students who miss school due to a doctor/dental/medical appointment must attach a photo or scan of the official doctor/dental/medical note to the online verification submission.
- When a student has been absent for 5 consecutive school days or longer (due to illness, injury, surgery, etc), a doctor’s note is required, and must state the date that the student is able to return to school.

### Failure to Notify the Attendance Office within 3 Days of an Absence:

- The absence will be marked “TRUANT.”
- The Parent/Guardian must contact the MCHS Vice Principal overseeing attendance ([dpark@mbusd.org](mailto:dpark@mbusd.org)) and attendance clerk ([MiraCosta.Attendance@mbusd.org](mailto:MiraCosta.Attendance@mbusd.org)) to receive permission for the attendance office to accept the late verification.
- If approved by the Vice Principal, the attendance clerk will code the absence appropriately.

### How to Verify a **Partial-Day or Period Absence:**

Partial day absences can only be cleared when there is an online parent/guardian verification **AND** if the student properly **signed in or out of the attendance office using their student ID**. Without completing BOTH of these requirements, the absence will remain a truancy.

#### **Late Check-in: arriving to school later than your first scheduled class**

- Step #1: The parent/guardian must submit the Partial Day Absence Verification Form online
- Step #2: The student **must check-in** at the **attendance office** using their **Student ID Card** and scan in. Then, the student may receive a tardy slip to go to class.
  - Even if a student arrives during a passing period, break, office hours, or lunch, the student is still required to check-in to ensure that their absences to their earlier classes they missed can be cleared.
  - If the parent/guardian's online verification is not submitted online at the time of check-in, the parent can still submit the note within one day and the partial day absence will be coded correctly.
  - If the parent/guardian's online verification is not submitted within one day OR if the student does not sign in at the attendance office, the partial day absence will become a truancy.

#### **Early Check-out: leaving school earlier than the end of your last scheduled class (Obtaining an Off-ground Pass)**

- Step #1 - The parent/guardian must submit the Partial Day Absence Verification Form online
- Step #2 - The student **must check out** at the **attendance office** using their **Student ID Card** to obtain an **off-grounds pass**. This can be done before school, during break, office hours, or lunch. The off-grounds pass can be shown to the security personnel when the student leaves early.
  - Without a parent/guardian's online verification of the partial day absence for a student to leave school early, the parent/guardian must sign the student out by going to the attendance office in person to obtain an off-grounds pass for their student.
  - If a student leaves campus without receiving an off-grounds pass and/or there is no parent/guardian online verification submitted, then the partial day absence will become a truancy.
  - Students who need to leave school early for a doctor's appointment must attach a photo or scan of the official doctor/dental/medical note to the online verification submission. Otherwise, the absence will become a truancy (no note) or a verified unexcused absence (parent note but no doctor's note)

### **Common Aeries Attendance Codes**

The attendance office posts student attendance according to the State of California Ed Code. If you verify the full-day absence on the online verification form and see a "U" posted, the absence is considered "cleared and verified" - but- DOES NOT meet the Education Code.

- E = Verified Excused absence, reason aligns with Educational Code
- U = Verified Unexcused absence, reason DOES NOT meet Educational Code
- Z = Truant, missing from class period, or unverified by school staff or parent (within 3 days)
- T = Tardy to class, less than 30 minutes late
- X = Verified Excused tardy
- I = Verified Excused absences due to illness (for "illness" related absences of 5 consecutive days or longer, a doctor's note will be requested to continue coding additional days as "I")
- D = Doctor's appointment (for period absences only)
- V = School business, a school staff has verified student's attendance
- F = Field Trip
- A = Absence, still needs to be verified by parent/guardian within 3 days

### **What is considered a valid, legal absence?**

Absences are EXCUSED for the following reasons, when verified: (Education Code 48205)

- A student's illness (not parent's or another family member)
- Quarantine under the direction of a county, city health officer or district nurse.
- Medical, dental, physical therapy, optometric, mental health or chiropractic appointments.
- Attending the funeral of an immediate family member: one (1) day in California; three (3) days out of California. Immediate family member means student's mother/father, brother/sister, child, grandmother/grandfather, or spouse, spouse's mother/father, spouse's child, spouse's brother/sister, or any relative living in the immediate household of the student (Education Code 48205).
- Court appearance when the student has a subpoena with his/her name on it.
- Jury duty in the manner provided by law.
- Religious holiday/retreat/ceremony with prior written request from parent and approval from school.
- Verified absence due to illness or quarantine is allowed. Verification may be by one of the following: school/public health nurse, attendance supervisor, physician, teacher, or any other qualified employee of the school district. (Education Code 46011, CCR Title 5, Sec. 421)
- To attend his/her naturalization ceremony to become a United States citizens
- Attendance at an employment conference.



- Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process offered by a nonprofit organization.
- Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
- To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)
- To attend his/her naturalization ceremony to become a United States citizen. (Education Code 48205)
- Participation in religious exercises or to receive moral and religious instruction in accordance with district policy: (Education Code 46014)
- The student shall be excused for this purpose on no more than four days per school month.

Absences which do not fall into one of the above categories must receive prior approval from the school principal or designee at least one week in advance to be considered an excused absence. Parents may submit requests for approval through email or written note to the principal or designee.

### **Field Trips**

School-sponsored field trips, athletic events, or other school business absences can only be verified by a school official. Parents are unable to clear these absences, but students should follow up with the appropriate school staff member if they find out their absence has not been cleared after 3 school days.

### **Resolving an Error**

If students are marked absent or tardy in error, they should obtain an **Absence Clearance Form** from the Attendance Office to have their presence verified by the teacher for whose class they were recorded absent or tardy.

### **College Visits**

Juniors and Seniors must receive prior approval from the principal or vice principal of attendance for all college visits at least one week in advance. Documentation will be required for approval.

### **Extended Absences (Short-term Independent Study)**

Students and parents should speak with the Attendance Office concerning absences that are less than 15 cumulative days per school year. With prior approval from the vice principal over attendance, these absences may qualify for a Short-Term Independent Study Contract which may be obtained by emailing the VP over attendance, the attendance clerk, and the Short-term IS teacher. For absences that extend longer than 15 days, parents are advised to seek guidance

from the school counselor and the grade level vice principal. Medical documentation may be required for extended absences due to illness.

### **If a Student is Ill at School**

Students should not text or call parents asking them to contact the school. Students should speak to their teacher about getting a pass to go to the Health Office. The school Nurse will call the parent/legal guardian and issue the Off-Grounds Pass. The District mandates that for the health and safety of everyone on campus, the student needs to leave from the health office.

- Students who are minors will need a parent/guardian to sign them out. The parent can pick up the student by entering the main office. The office staff will let the health office know, and the student will be sent down to be picked up by the parent/guardian.
- Students who are minors and drive will need the parent to verify on the phone with the school nurse that they give permission for the student to drive home. The school nurse will issue the off grounds pass to the student to leave campus.
- Students who are 18 or older and ill will be given an off grounds pass to leave if they are too ill to be at school, but a courtesy call will be made to the parent/guardian to ensure safety and well-being of the student.

### **If a student has 7th period Athletics**

7th period Athletics is a scheduled class period designated for sports team practice. When students use their excusal sticker on the back of their Student ID Card to leave campus, they are expected to report to their team's practice during the scheduled time. Since 7th period is considered a class period, regular school attendance expectations still apply.

### **What are the consequences for parents and students when a student does not attend school?**

- Parents who fail to send their children to school can be criminally prosecuted under Penal Codes 272 and 270.1 and Education Codes 48291/48293 and 48453/48454. The penalties can range from a fine of \$50 to \$2,500 plus a penalty assessment and can be sentenced to up to a year in jail. Parents can be ordered by a judge to personally deliver their child to school.
- Students who fail to attend school can be criminally prosecuted in Juvenile Court under Education Code section 48265.5. Students can be given a \$100 fine, community service up to 40 hours, and can be forced to attend an approved truancy education program. If the student has gone through SARB or truancy mediation, their license can be suspended or revoked pursuant to Vehicle Code section 13202.7.

### **What are the school-level consequences for students when they do not attend school?**

- Students are assigned consequences for only unverified absences and tardies throughout the school year. Students and parents are emailed this information on a weekly basis. See discipline matrix linked [here](#).
- Students with chronic absenteeism may be excluded from any or all of the following activities which will include, but are not limited to:

- On Campus Activities (After Hours)
- Athletic Games
- ASB Dances (Casino Night, Homecoming, Winter Formal, Prom, etc.)
- Recognition Ceremonies
- Senior Week Activities
- Commencement
- Students who have excessive unexcused absences and miss class instruction may fail the class due to the excessive unexcused absences (Education Code 49067)

### **Make-up Work Policy (MBUSD [BP 6154](#))**

Students who are absent from school because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be equivalent to, but not necessarily identical to, the assignments and tests missed during the absence.

Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205)

Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

Please consult Aeries records and contact the Attendance Office if an absence is not verified after 3 days and is prohibiting a student from receiving credit for an assignment. If a student needs to make up work with a teacher, they may do so during Office Hours.

### **Effect of Absences on Grades**

Teachers who withhold class credit because of excessive unexcused absences shall so inform students and parents/guardians at the beginning of the school year or semester. When a student reaches the number of unexcused absences defined as excessive in Board policy, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

The student and parent/guardian shall have a reasonable opportunity to explain the absence. (Education Code 49067)

If a student receives a failing grade because of excessive unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences. (Education Code 49067)

### **Students who are 18**

Students who are 18 years of age and older may verify their own absences and must adhere to

the late check-in and early check-out protocol through the attendance office. However, students who abuse this policy may lose this privilege, by being required to provide further documentation and may be subject to school-level disciplinary consequences related to excessive truanties. Students who are unable to provide documentation when requested will be considered *truant*.

### **Office Hours**

Office Hours are considered instructional minutes. Students are expected to check-in for Office Hours (period 8) attendance on Aeries.

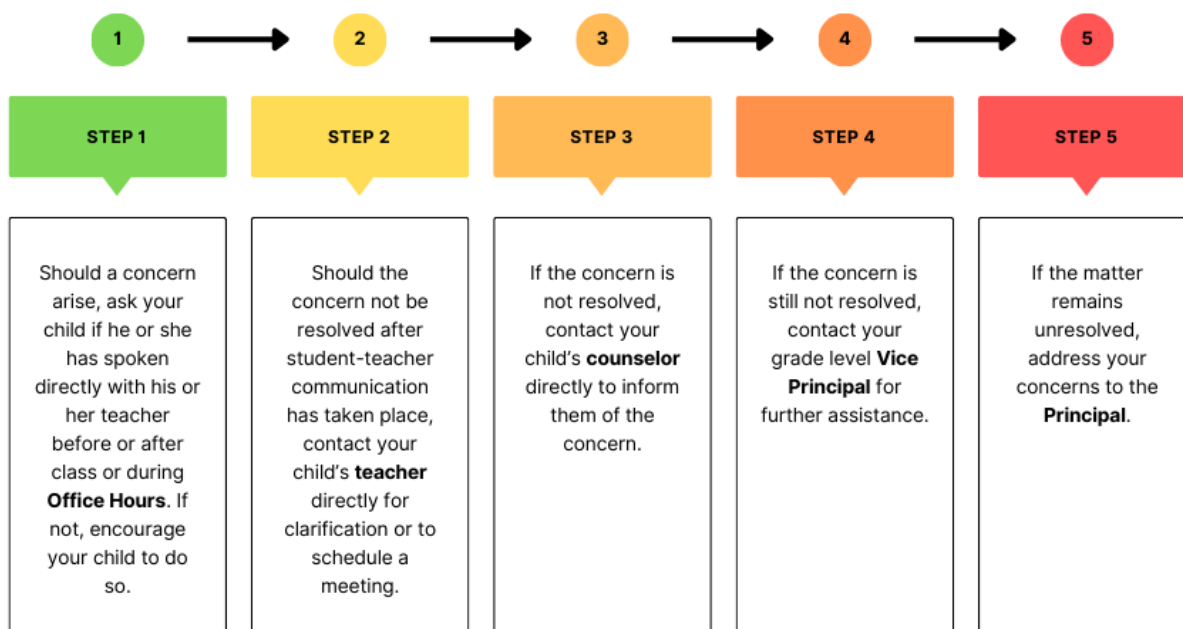
### **What are the best ways for parents to avoid a violation of the compulsory education laws?**

- When your student is ill, take the student to a health care provider for verification and obtain written documentation of the illness. Keep a copy of the documentation for yourself.
- Discuss ongoing medical conditions with school personnel and, if necessary, sign a release of information to the school from the doctor.
- Make sure that your student is on time and in school every day.
- Schedule medical and dental appointments after school or on school holidays.
- Seek assistance from a school counselor if you are having problems getting your student to school. They can direct you to resources that will help you

**REGULAR SCHOOL ATTENDANCE TEACHES STUDENTS ABOUT A STRONG COMMITMENT TO ACADEMICS, HEALTHY HABITS, AND ACCOUNTABILITY.**

## COMMUNICATION AT MCHS

Mira Costa High School believes that communication between home and school is important to a student's educational success. First and foremost, we promote and support students taking the opportunity to advocate for themselves, as we feel that most issues or concerns can be resolved between your student and our teachers and staff. We also value and encourage parental involvement. Please follow the procedures listed below if you have any concerns:



**AERIES PORTAL:** We highly recommend that all parents log into AERIES in order to check on grades, attendance, and citizenship for your student(s).

**GRADE CONCERNS:** Education Code only permits a teacher to input/change grades. Standard protocol is that the student/parent attempts to resolve grade matters directly with the teacher.

**STEP 1 & 2: TEACHER:** Students should speak directly with the teacher before or after class or during Office Hours. If the concern is not resolved, then the parent should contact the teacher. Every teacher has an email address that is their first initial and last name@mbusd.org. Contact the teacher directly with questions concerning grades, make-up work, classroom behavior, and class attendance. Use our staff directory [HERE](#).

If unresolved, go to step 3.

**STEP 3: SCHOOL COUNSELOR:** The school counselor is available to address concerns regarding academic placement, course selection, attendance and behavior/mental health needs.

Parents can call the office to make an appointment to meet with the counselor assigned to your student(s).

If unresolved, go to step 4.

**STEP 4: VICE PRINCIPALS:** An administrator will become involved in an unresolved issue only after a parent and student has first communicated directly with the teacher and/or school counselor.

If unresolved, go to step 5.

**STEP 5: PRINCIPAL:** If the matter remains unresolved, please direct your concerns to the principal.

**COMMUNICATION COURTESY:** Please allow up to **48 hours for staff members** to return emails. Thank you in advance for your cooperation and patience. We ask that you call to make an appointment when you wish to meet with staff members, including administrative and counseling staff.

**WEEKLY BULLETIN:** The Weekly Bulletin is our most efficient means of communicating within the school community. Announcements are read to students daily and are also posted in each grade level's Google Classroom. Parents can read the Weekly Bulletin by clicking on About Us>Student Bulletin on the Mira Costa website.

**GOOGLE CLASSROOM:** A Google Classroom is set up for each grade-level. Students may access important links and reminders through their grade-level Google Classroom, which is regularly updated by MCHS administrators.

**PTSA WEEKLY EMAIL:** Please sign up to receive the weekly email sent out by the PTSA. This email provides a very thorough list of news and items of interest. Parents can sign up by clicking on Partners>Mira Costa PTSA>PTSA Newsletter on the Mira Costa website.

**REGULAR COMMUNICATIONS:** The school will also directly provide communications via newsletters, emails, etc through Apptegy and MBUSD applications.

### **CIVILITY POLICY ([Board Policy 1313](#))**

Members of the Manhattan Beach Unified School District staff will treat parents and other members of the public with respect and expect the same in return. The district is committed to keeping schools and administrative offices free from disruptions and preventing unauthorized people from entering the school campus. This policy creates mutual respect, kindness, and good behavior between district employees, parents, students, and the public. This policy is not intended to deprive any person of their right to freedom of expression, but only to maintain, to

the extent possible and reasonable, a safe, harassment-free workplace for students and staff. In the interest of presenting all adults in the community as positive role models. The Manhattan Beach Unified School District encourages positive communication and discourages volatile, hostile, or aggressive actions.

### **Disruptions**

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language; or who enters school district property without permission will be directed to leave school or school district property promptly by the superintendent, principal, or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate respectfully. This includes email and voicemail messages. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that their participation in the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave immediately.
3. When an individual is directed to leave, the superintendent, principal, or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with [California Education Code 44811](#) and [Penal Codes 415.5](#) and [626.7](#) if they reenter any district facility within thirty days after being directed to leave or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the superintendent, principal, or designee may notify law enforcement officials. (cf. 5131.4 Campus Disturbance) (cf. 9323 Meeting Conduct)

### **Safety and Security**

1. The superintendent or designee will make sure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
2. When violence is directed against an employee or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an incident report.
3. When staff determines that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence.

4. An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian.

## ENTERING AND EXITING CAMPUS

### ENTERING CAMPUS

Mira Costa High School is a closed campus. Upon arrival for the school day (7:00am - 8:30am), students and staff are required to enter through a gate where security/administration personnel are present. Students arriving *after* the start of the school day must enter through the Administration Gate by the Main Office on Artesia. Students who arrive late are required to check in at the Attendance Office to obtain a pass to class.

Visitors are **required** to register at the school office between the hours of 7:30am - 4:30pm. Failure to do so is a misdemeanor punishable by imprisonment and/or a fine of \$500 (Penal Code 672).

Do NOT open gates for unknown/unauthorized persons. Do NOT prop any gates open. Safety is a collective responsibility. Serious consequences may occur for anyone who violates these school safety policies.

### EXITING CAMPUS

Students leaving campus during school hours must exit through a gate where security personnel are present. Exiting through emergency-only gates is strictly prohibited and will result in disciplinary consequences.

## DRESS POLICY

See District policies:

[BP 5132 Dress Code](#)

AR 5132 Dress Code



## MCHS COUNSELING TEAM

LAST NAME CASE LOAD	COUNSELOR	EMAIL
A-CA	JENNIFER WILDENBERG	<a href="mailto:JWILDENBERG@MBUSD.ORG">JWILDENBERG@MBUSD.ORG</a>
CB-E	KESHIA SIMMONS	<a href="mailto:KSIMMONS@MBUSD.ORG">KSIMMONS@MBUSD.ORG</a>
F-He	ALYSSA TOOLE	<a href="mailto:ATOOLE@MBUSD.ORG">ATOOLE@MBUSD.ORG</a>
Hf-LA	BRITTNEY OYSTRICK	<a href="mailto:BOYSTRICK@MBUSD.ORG">BOYSTRICK@MBUSD.ORG</a>
LB-MO	SINA EVANS	<a href="mailto:SEVANS2@MBUSD.ORG">SEVANS2@MBUSD.ORG</a>
MP-Re	CHLOE PINES	<a href="mailto:CPINES@MBUSD.ORG">CPINES@MBUSD.ORG</a>
Rf-ST	DAVID BECK	<a href="mailto:DBECK@MBUSD.ORG">DBECK@MBUSD.ORG</a>
SU-Z	EMILY SOMMER	<a href="mailto:ESOMMER@MBUSD.ORG">ESOMMER@MBUSD.ORG</a>
DUAL ENROLLMENT	ALYSSA SKIPPER	<a href="mailto:ASKIPPER@MBUSD.ORG">ASKIPPER@MBUSD.ORG</a>
COLLEGE & CAREER	CARYN RAMIREZ	<a href="mailto:CRAMIREZ@MBUSD.ORG">CRAMIREZ@MBUSD.ORG</a>
	RUTH ROBLES	<a href="mailto:RROBLES@MBUSD.ORG">RROBLES@MBUSD.ORG</a>
	TEBY YODER	<a href="mailto:TYODER@MBUSD.ORG">TYODER@MBUSD.ORG</a>

There are approximately **2,600 students** at Mira Costa, and each student is supported by a School Counselor throughout their four years at MCHS. Our School Counselors provide holistic and proactive services which contribute to each student's educational, vocational, and personal/social development. The School Counselors meet with students for social/emotional, academic, and college and career planning purposes, including students in crisis. They also counsel students with mental health concerns and refer to outside counseling resources when needed. Our School Counselors also support the students through the college application process by composing letters of recommendation for universities. They also write letters of recommendation for students applying to summer programs, internships, and/or school transfers. School Counselors are here to help students on a walk-in basis, as well as parents by appointment.

Parents, please join the Counselors at one of their Coffee with the Counselors Events, and hear more about what's going on in the Counseling Office. This time will be an informal meeting where Counselors will either highlight a certain counseling topic, or simply discuss questions/concerns parents may have. Signups are available on the Mira Costa Website under the School Counseling tab.

## CLASS SCHEDULE POLICIES

<b>ADDING A COURSE</b> The change from the original class to the new class is subject to space availability.	Within the first full week of the semester
<b>LEVELING DOWN A COURSE</b> Leaving an Advanced Placement (AP) or an Honors course to join a CP level course is subject to space availability.	Fall Semester - The first 2 weeks of the semester (if space permits)  Spring Semester - The first week of the semester (if space permits)
<b>DROPPING A COURSE</b> “Dropping” a course means that no class is added in the place of another course. Students are only able to drop a course under the criteria* below.	Within the first full week of the semester

\*Dropping a course means that no class is added in the place of another course. Students are able to drop a course under the conditions outlined below:

1. Students in grades 9-11 must be enrolled in a minimum of 6 courses.
2. Students in grade 12 must be enrolled in a minimum of 5 courses in the fall semester, and can drop to 4 courses in the spring (with administrative approval if they have a job, internship, etc.)
3. Students enrolled in SoCalROC or a Dual Enrollment course must be enrolled in 5 (for grades 9-11) or 4 (grade 12) courses on the MCHS campus.
4. Students who are enrolled in a course, in excess of the minimum number of courses, may drop that course without penalty so long as it is done before Quarter 1 in the Fall and Quarter 3 in the Spring. No credits will be earned for the dropped class. No record of the course will appear on the transcript.
5. Students who drop a course on or after Quarter 1 in the Fall or Quarter 3 in the Spring will receive an F on the transcript for the course, regardless of the mark at the time of the drop.

### OFF CAMPUS COURSE GUIDELINES

The following guidelines are important for students and parents when choosing to take a course at a school other than Mira Costa High School. Courses can be taken for initial, remedial and/or dual enrollment credit, but these have slightly different guidelines.

- *Initial credit* is when the student takes a course for the first time in an effort to fulfill a requirement or to advance to a higher level in a subject area.
- *Remedial credit* occurs after the student has taken a MCHS course, but receives a D or an F as a semester grade.

- *Dual enrollment credit* refers to programs that provide students an opportunity to earn college credit through advancement or enrichment courses that students take while enrolled at MCHS. See more information [here](#).

Students may choose to take an outside course for initial or remedial credit and have that course placed on the Mira Costa High School transcript by following these guidelines:

1. Off campus courses for initial credit may only be taken during the summer. This guideline does not apply to health or remedial courses, which may be taken at any time. Beginning with ninth graders entering high school in 2026-27, no more than 40 semester periods of non-MBUSD instruction credits taken over the summer will be applied towards graduation requirements.
2. English classes can be taken outside of MCHS for remediation only. We will not accept English courses for initial credit from programs outside of Mira Costa.
3. Ethnic Studies classes may not be taken over the summer.
4. Only the courses listed in the Mira Costa High School Course Description Handbook (with the exception of English) may be taken off-campus for placement on the Mira Costa High School transcript. Additionally, these courses must be from a WASC accredited high school and taught at a College Preparatory level, or taken at a Community College.
5. Only pre-approved dual enrollment courses will be placed on the Mira Costa High School transcript. Students may submit a separate official transcript from the outside school along with the Mira Costa High School transcript in the college application process. Please note that colleges will require submission of official transcripts from outside schools, even if the course is placed on the Mira Costa High School transcript. Students should verify with admissions officers within the UC/CSU system, private colleges, out-of-state institutions, and NCAA colleges/universities, before taking outside courses to ensure they will be accepted in the application process.
6. Only AP or Honors level courses taken at Mira Costa High School will be placed on the Mira Costa High School transcript. Students may remediate an AP or Honors level course at any time.
7. For courses to be added to the Mira Costa High School transcript, submit an official transcript from the outside school to the Mira Costa registrar within 2 weeks of completing the course.
8. Appeals regarding the denial of placing credits on the Mira Costa High School transcript may be submitted to the Mira Costa High School principal.

## IDENTIFICATION CARD POLICY

Students must carry their student identification cards at all times while on campus or when attending any school event. Students must present their student ID card when visiting the cafeteria or student store, when checking out materials from the library, and when leaving campus. **Students will also need to use their student ID card when checking in late or leaving school early through the attendance office.** A picture of one's Mira Costa ID Card is NOT ACCEPTABLE, as it cannot be scanned by the computers in the Cafeteria, Library or Student Store.

Identification cards are free and must be acquired at one of the four scheduled registration days. Newly enrolled students who did not acquire a Mira Costa ID card at registration must attend make-up picture day and should report to the ASB Finance Office to acquire a temporary ID as soon as possible. Mira Costa ID cards that are lost must be replaced for a fee of \$10.00 in the ASB Finance Office.

## TEXTBOOK POLICY

In order to check out textbooks or library books, students are required to show a current school I.D. No books will be issued without it. Mira Costa High School uses a computerized system to track the circulation of textbooks. All textbooks have an individual barcode, so that each textbook can be tracked. Textbooks are checked out to each individual student and remain attached to the student's account until the books are returned to the library. Students are responsible for the copy checked out to them. You are still responsible for the fine if your book is lost or stolen.

### FINES

Lost book = replacement cost

Barcode damage = \$5

Water damage = replacement cost

Cover/binding damage = \$20

Writing/highlighting = 20% of replacement cost

Note: Any books not returned on the last day of a semester course or year course will be marked as lost and a fine equal to the replacement cost will be assessed.

Additional textbooks will not be issued if a student has textbook or library fines. Fines must be cleared before additional books will be checked out to a student. **Fines can also impact registration and the ability to participate in senior activities.**

### TEXTBOOK TIPS

1. Cover your books. This will cut down on their wear.
2. Keep your books dry.
3. Do not write on, tear or turn down pages.
4. Check your books immediately for:
  - missing/torn pages
  - water damage
  - writing/highlighting
  - stains
  - spine damage

Note: If the above mentioned are not noted by the librarian within two weeks of checkout, students may be charged according to the fine schedule above.

## EMERGENCY/DISASTER SITUATION INFORMATION

Should we have a major earthquake or disaster during school hours, student(s) will be cared for at school. Mira Costa High School has a detailed disaster plan which has been formulated as a response to a major catastrophe. Parents should become familiar with the School Emergency Response Plan and be patient and understanding with the student release process. Your cooperation is necessary in any emergency.

1. Available information will be sent out via Appetegy in the form of a text, voicemail or email or all of the above. Do not call other school extensions, as telephone lines may be needed for emergency communication. You may also check the front page of the Mira Costa website for emergency updates.
2. Impress upon your student the need for them to follow the directions of any school personnel in times of an emergency.
3. During an emergency, students will be released only to parent/guardians and persons identified on the Aeries Contacts Portal and only from the designated reunion gates located on campus. Since local telephone service may be disrupted, also list an out-of-state contact on the Aeries Portal since calls may still be made out of the area while incoming calls are affected.
4. Instruct your student to remain at school until you or a designee arrives.
5. Be sure you consider the following criteria when you authorize someone to pick up your student at school. The person must be:
  - 18 years of age
  - Usually home during the day
  - Able to walk to school, if necessary
  - Known to your student
  - Willing and able to assume this responsibility
6. In the case of a “hazardous release event” (chemical spill) near the school area, “Shelter-in-Place” procedures will be implemented in each classroom to provide in-place protection. All students and staff will clear outdoor areas, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. Students arriving at school during a “Shelter-in-Place” drill or event should report to the school office or to a previously designated area at the school since classrooms will be inaccessible. When the dangerous incident has subsided, an “all clear” signal will be given.

Discussing these matters with your immediate family will help alleviate concern during earthquakes or other emergencies.

# HEALTH OFFICE REQUIREMENTS

## IMMUNIZATION REQUIREMENTS FOR SCHOOL ADMISSION

Students entering the Manhattan Beach Unified School District for the first time, and who are not coming from Manhattan Beach Middle School or Hermosa Valley School, must show documented immunization records and a Tdap booster Test prior to enrollment, unless the parent/guardian submits, an exemption from immunization for medical reasons. A medical exemption must be processed through the California Immunization Registry – Medical Exemption website (CAIR-ME). Students out of compliance will be excluded from school (NO SHOTS, NO SCHOOL). Documentation must be brought to pre-registration. A copy of a standard public school immunization card satisfies this requirement.

If you are unable to locate immunization records, the student will need to start over. Immunizations can be provided by your own doctor, a clinic, or the health department. Be sure you get written proof from the provider.

Tdap Booster and the following immunizations are required for high school students enrolling in Manhattan Beach Unified School District for the first time:

POLIO	3 Doses	Last dose must be given on or after the 4th birthday or an additional dose needs to be given.
DTP, Td, DT 7-17 Years	3 Doses	Last dose must be on or after 7th birthday or one more Td is required
Pertussis Booster aka Tdap, Dtap, Boostrix, DTP, Adacel	1 Dose	On or after 7th birthday (CA requirement as of 2011-12)
Hepatitis B	3 Doses	At any age 7-12 <sup>th</sup> grade
MEASLES, MUMPS, RUBELLA	2 Doses	2 doses both on or after 1st birthday
VARICELLA (Chicken Pox)	2 Doses	For any new student who has NEVER been in a California school; Students must either have had the Varicella vaccine or obtained a medical exemption from CAIR-ME to support history of Chickenpox

Two local health departments offer free immunizations:

Inglewood Health Department, 123 Manchester Blvd.,  
Inglewood, CA 90301 (310) 419-5325

Torrance Health Department, 711 Del Amo Blvd.,  
Torrance, CA 90501 (310) 354-2300

Information about a permanent medical exemption for your student is available from the following website: <https://cair.cdph.ca.gov/exemptions/home>

## **MEDICATION AT SCHOOL**

If it is necessary for a student to take medication at school, both prescription and non-prescription, parents must submit a written statement of instructions from the physician and a parental request for assistance in administering the physician's instructions. The "Request to Take Medication at School" form is available on the District's website at <https://www.mbusd.org/apps/pages/medical> and must be re-submitted to Mira Costa High School at least annually, or more frequently if there are any changes. The form must be completed by both parent and physician. The medication must be brought to the health office by an adult, in the original, labeled container. Emergency medicines such as EpiPens or inhalers may be carried by the student when authorized by the physician and parent. A second EpiPen or inhaler should be kept in the Health Office for emergency use.

## **INHALERS AND EPIPENS AT SCHOOL**

If your child has a diagnosis of asthma, or allergies for which auto-injectable Epinephrine (i.e. EpiPen) has been prescribed, it is strongly recommended that an inhaler and/or EpiPen be kept at school for your child in event of an emergency. Students at Mira Costa High School whose parents complete and submit the proper paperwork may carry and self-administer their own inhaler or EpiPen.

For your child to carry an inhaler and/or EpiPen at school, please submit: the "Permission to Carry Inhaler" or "Permission to Carry Epi-Pen" form (available from the school Health Assistant) and the "Request for Medication to be Taken During School Hours" form (available on the District website at <https://www.mbusd.org/apps/pages/medical>) signed by the physician.

These forms must be resubmitted at least annually, and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Your child may be subject to disciplinary action if he or she uses inhaled asthma medication or Epi Pen in a manner other than as prescribed.

## **DISASTER/LOCK DOWN MEDICATION**

Parents must complete the "Request for Medication to be Taken During School Hours" form (available on the District website at <https://www.mbusd.org/apps/pages/medical>) if their child requires medication to sustain life (i.e. seizure medication), even if it is not normally taken at school. Bring the completed form, signed by your child's doctor, along with a 3-day supply of the medication to the Health Office to be used in case of disaster or lock down.

## **RETURNING TO SCHOOL AFTER AN INJURY OR ILLNESS**

Parents/guardians must provide the health office with written release and instructions from the student's physician stating limitations and/or instructions for care while at school for the following:



1. A student returns to school with:
  - Cast
  - Crutches or other orthopedic appliances
  - Wheelchair
2. A student returns after:
  - A serious illness requiring 5 days or more absence from school
  - Surgical procedure
  - Overnight hospitalization
3. A student is to be excused from PE/sports activities for more than 3 days in a row.

### ADDITIONAL INFORMATION TO NOTE

- Fever: Students with an oral temperature over 100.4 degrees will be excluded from school until temperature is normal for at least 24 hours, without the use of fever reducing medications. (ADD).
- Vomiting: Stay home if vomiting has occurred 2 or more times in 24 hours. Return when vomiting has ended overnight and child is able to hold down liquids and food.
- Diarrhea: Stay home if symptoms prevent student from participating meaningfully in routine activities and/or if they are unlikely to make it to the toilet in time. Return when student has not had diarrhea for 24-48 hours or infectious cause has been ruled out.
- Rashes: Stay home if student has a fever or recent exposure to measles or chickenpox. Return when symptoms are improving or as guided by health care provider.
- Conjunctivitis (pink eye): Stay home if there is significant discharge or if symptoms prevent student from participating meaningfully in routine activities. Okay to attend with mild symptoms. Recommend frequent handwashing.
- Strep Throat: Students may return to school after 12 hours or more of physician prescribed medications.

For additional information, visit the MBUSD Health Services [website](#).

## CONCUSSIONS

Manhattan Beach Unified School District strives to support students diagnosed with a concussion. If your student has been diagnosed with a concussion and is preparing to return to school, please follow these steps.

Step 1: Report your student's concussion to Vice Principal of Athletics, Kim Price  
[kprice@mbusd.org](mailto:kprice@mbusd.org)

- You will need to provide a doctor's note with the medical diagnosis of a concussion
- Student athletes will be reported to the school Athletic Trainer and MUST check in daily with the trainer on school days in order to **Return to Play**.

Step 2: Vice Principal initiates **Return to Learn** for student

- VP meets with student and parents upon return to school to discuss concussion protocols
- Together, short-term accommodations are created for the recovery period only (3-10 days), and then shared with the student's teachers
- VP checks in weekly with student to monitor post-concussion symptoms

### **Return to Play**

If you are an athlete and currently playing a sport, you may not participate and will be managed by the school Athletic Trainer and can begin a gradual return to play only after your symptoms start to improve. You must clear the CIF Southern Section's "Return to Play Protocol" before returning to athletic participation. Additionally, all MBUSD student-athletes must be able to complete all academic tasks fully and without accommodations before being cleared to return to athletic participation.

## **ATHLETICS ELIGIBILITY RULES**

Mira Costa High School provides opportunities for all students to compete in interscholastic athletics. Manhattan Beach Unified School District is a member of the California Interscholastic Federation Southern Section (CIF-SS) and the South Bay Athletic Association.

### **Basic eligibility rules for competition:**

1. Be less than 19 years of age on June 15th of the current school year.
2. Meet the MBUSD/CIF resident requirements.
3. Enrolled in Mira Costa High School.
4. Attend high school for no more than eight (8) semesters.
5. Not compete on any outside team in the same sport for the school season of the sport in which you participate.
6. Have not tried out for any professional or college team.
7. Obtain written permission from parent/guardian to compete and travel.
8. Pass a physical examination.
9. Show proof of accident insurance.
10. Maintain a 2.0 GPA for the preceding grading period and be making satisfactory progress toward graduation.
11. A student may be declared ineligible for disciplinary reasons by administrative action.
12. All students must complete an Athletic Clearance Packet before trying out or competing for any sport. These packets are available on the Mira Costa website under the Athletics tab.

### **ATTENDANCE AND PARTICIPATION**

Athletes are expected to attend classes and be prompt. Unexcused absences from classes during the season may result in forfeiture of practice or athletic contest participation. Student athletes must have full period attendance for a majority of the periods the student is scheduled for that day in order to participate in a game or practice on the same school day. If scheduled for 6 periods, must have attended 4 full periods; if scheduled for 5 or 4 periods, must have attended at least 3 full periods; if scheduled for 3 periods, must have attended at least 2 full periods. Participation in an approved school sponsored event or activity will not count as being absent from a period.

# STUDENT BEHAVIOR AND DISCIPLINE GUIDELINES

## STUDENT CONDUCT

At Mira Costa High School, the belief that all students have the right to be educated in a safe and positive learning environment free from disruptions is always in effect. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption to the school program
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district
6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited substances
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose with prior permission of the principal or designee (Penal Code 417.27)
9. Use of a cell phone, smart watch, tablet, or other mobile communication device during instructional time or in an unauthorized manner in violation of technology policy
10. Plagiarism or dishonesty on school work or tests
11. Wearing of any attire that violates district or school dress codes, including gang-related apparel
12. Tardiness or unexcused absence from school
13. Failure to remain on school premises in accordance with school rules

Employees are expected to enforce standards of conduct and, when they observe or receive a report of a violation of these standards, to appropriately intervene or seek assistance. As necessary, staff shall refer the matter to a supervisor or the principal or designee.

When a student uses any prohibited device, or uses a permitted device in an unauthorized manner, a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. Local law enforcement will be contacted as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Quick Reference to [MCHS Behavior Intervention Matrix](#)

## **ACADEMIC INTEGRITY**

To create a fair and positive learning environment, the Mira Costa Administration and Faculty require that students act with honesty at all times in their academic endeavors. To this end, academic integrity is promoted and consequences have been established in cases of unethical behavior. The development of academic integrity in the students of Mira Costa High School is a significant priority for teachers and staff. We encourage students and parents to become partners in this goal as students explore ideas and achieve success as a result of their own efforts. The Manhattan Beach Unified School District expects students to take their responsibilities as ethical learners seriously.

Cheating includes, but is not limited to, plagiarizing, copying another student's work, using notes, electronics, or other means of assistance on an assignment or test, passing answers or information to other students about an assignment or test, altering a teacher's grade book/records, taking a copy of a test to use it for personal advantage or for distribution to other students and/or using AI tools such as ChatGPT. Please note that teachers utilize software (such as turnitin.com), internet search engines, and references to other materials (including Spark Notes) to ascertain the authenticity of student work.

### **PROCESS**

At the beginning of the school year, students will learn about and sign the Mira Costa honor code pledge. If a student breaks their commitment, the following steps will occur. If the teacher determines that a student has cheated or plagiarized, a teacher-student conference takes place to discuss the circumstances of the violation. The teacher then fills out a referral form to the Vice Principal detailing the offense. The Vice Principal meets with the student, contacts the parent, and implements discipline utilizing the discipline/behavior intervention matrix.

## THE MODERN LANGUAGE ASSOCIATION (MLA) DEFINITION OF PLAGIARISM

The MLA Handbook defines plagiarism as the use of another person's ideas or expressions in your writing without giving proper credit to the source. The word comes from the Latin word *plagiarius* ("kidnapper"), and Alexander Lindey defines it as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own" (Plagiarism and Originality [New York: Harper, 1952] 2).

"In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else" (Gibaldi 21- 25). This can include paraphrasing, copying someone else's writing word for word, or using ideas that aren't your own without proper citation.

Gibaldi, Joseph and Walter S. Achtert, *MLA Handbook for Writers of Research Papers* (3rd ed. New York: The Modern Language Association of America, 1988), pp. 21-25.  
<<http://hnn.us/articles/514.html>>

## EXAMPLES OF PLAGIARISM

It is not possible to enumerate every type of plagiarism; we expect students to diligently avoid taking credit for another person's work. To that end, we provide some examples of plagiarism below. This list is not exhaustive and constitutes a guideline for students. We expect parents to support our efforts to encourage students to generate and express original ideas.

1. Copying another student's paper
2. Using direct language from a source (printed or electronic) without placing those words in quotation marks AND without using a citation.
3. Using ideas from a source (printed or electronic) without using a citation.
4. Including paraphrased or summarized material without using a citation.
5. Failing to cite a fact that is not common knowledge
6. Downloading a paper from the Internet or from a paper mill.
7. Using a generative AI tool, such as ChatGPT or Grammarly to generate content that you claim as your own.
8. Using erroneous quotes and falsely citing authors.

Please refer to the Mustang Honor Code policy that all students review [here](#).

# SENIOR CONTRACT

## Statement of Behavior Regulations for Senior (12th Grade) Activities

Dear Senior Student and Parents/Guardians:

As we approach senior year, we expect all students to help us maintain a proper learning environment and to show respect for school activities. When student conduct is disruptive to any school function, it is our philosophy that there must be consequences for that behavior. Seniors of any age remain students of this high school until after all graduation activities have been completed. This letter will clarify the school's position regarding any senior involved in a breach of discipline.

California Education Code 48900 specifies that a pupil may be suspended or expelled for acts related to school activities that occur while on school grounds, while going to or coming from school, and during, or while going to or coming from, a school-sponsored activity. While on school grounds or while engaged in a school-sponsored activity, any senior found in possession of and/or under the influence of alcohol, any controlled substance, or any look-alike substance, or involved in any type of fighting, theft, vandalism, or defiance of authority, shall be subject to any or all of the following consequences:

- A. Exclusion from the activity and referral to the appropriate authority
- B. Suspension or expulsion from school
- C. Exclusion from any or all of the following activities for the remainder of the school year.  
For seniors, these activities will include, but are not limited to:
  - 1. On Campus Activities (After Hours)
  - 2. ASB Dances (Casino Night, Homecoming, Winter Formal, Prom, etc.)
  - 3. Senior Recognition
  - 4. Senior Week Activities
  - 5. Commencement
- D. Restitution for damages, if applicable.

In the event of a student's misconduct, the Principal or the Principal's designee will attempt to notify the parent(s) or guardian(s) about the nature of the infraction and consequences as soon as possible. Appropriate disciplinary action shall be taken at school following the activity if the incident occurs during non-school hours (at a dance or at another night activity, for example). A breathalyzer will be used randomly at school activities to check for alcohol usage.

Additionally, **any MCHS student's guest** found in possession of and/or under the influence of alcohol, any controlled substance, or look-alike substance, or involved in any type of vandalism or disruptive behavior while attending a school activity or school-sponsored activity will be subject to removal from the activity and referred to the appropriate authority. Restitution for damages will be required. The Mira Costa student may be held responsible for the actions of his/her guest, regardless of the guest's age.

**Graduation:** In addition to reasons above, students may not participate in the graduation ceremony unless all required coursework and 230 units are completed.

**Attendance:** Student attendance is paramount to student success. California Education code states that a student may be excused from school for a limited number of reasons only. Please see [attendance policy](#) in Student/Parent Handbook.

Our goal is prevention rather than punishment. **PARTICIPATION IN SENIOR ACTIVITIES WILL NOT BE ALLOWED UNTIL YOU HAVE SIGNED THE ACKNOWLEDGEMENT ON YOUR "REGISTRATION VERIFICATION FORM" WHICH YOU MUST TURN IN AT REGISTRATION.**



## SEXUAL HARASSMENT POLICY

Mira Costa High School is committed to making our school free from sexual harassment. This means that the school prohibits harassment made by someone from or in the educational setting.

Sexual harassment can be such actions as: unwelcome sexual advances, request for sexual behaviors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The school prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. The school further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures.

The District believes that it can resolve harassment issues at the school site. If an issue cannot be resolved at the school site, students may contact:

Director of Student Services Manhattan Beach Unified School District 325 S. Peck Avenue  
Manhattan Beach, CA (310) 318-7345.

To file a discrimination or sexual harassment complaint:

- Please refer to the [District website link](#).
- Manhattan Beach Unified School District will immediately undertake an effective, thorough and objective investigation of the harassment allegations and provide a written report as soon as possible.
- If the District determines that the policies prohibiting sexual harassment have been violated, disciplinary action up to and including expulsion, will be taken.

Complaints will be kept confidential. The District prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. Please refer to the District Board Policy for additional information.

# TOBACCO, DRUGS AND ALCOHOL POLICY

The Manhattan Beach Unified School District recognizes that substance abuse (misuse of tobacco, alcohol, and other drugs) is both a community and a personal problem. When teenagers abuse alcohol, tobacco, and other drugs, every aspect of their lives will eventually be affected. The use of these drugs adversely affects a student's ability to achieve academically, is physically and emotionally harmful, and has serious social and legal consequences. The governing board intends to keep District schools free from substance abuse.

Chemical dependency is a treatable health problem. Therefore, the District, in cooperation with community-based agencies, law enforcement, and parents, is committed to a comprehensive substance abuse prevention program. The program includes instruction, intervention, enforcement/discipline, and support to recovering students.

## Summary of the Manhattan Beach Unified School District's board policy and administrative regulations on substance abuse:

1. No internal medication is to be administered to students by school personnel except as prescribed by a medical doctor.
2. It is unlawful for a student to possess, use, or be under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind on school premises or at a school-sponsored or related event.
3. Possession of paraphernalia used for injecting/smoking/ingesting controlled substances is unlawful.
4. When the principal or his/her designee determines that there is sufficient evidence that a student has used, sold, otherwise furnished, or is under the influence of alcohol or any other controlled substance, or is in possession of drug paraphernalia, alcohol, or any other controlled substance, the principal or designee may take immediate disciplinary action against the student. Such immediate action may include, but is not limited to, the following:
  - a. Confiscation of the alcohol, controlled substance, and/or paraphernalia;
  - b. A 5 day suspension and documentation of the drug offense in the student's discipline record:
    - i. If the student denies the allegation of use, the parent or guardian may opt to take his or her student to a doctor or clinic for a medical drug-screening test on the same day that the offense occurs in order to provide evidence that the student is not under the influence.
    - ii. If the verified medical drug-screening test results are negative, the principal will rescind the student's suspension, unless the student was also found to be in possession of a controlled substance or alcohol or to have furnished or otherwise attempted to furnish a controlled substance or

alcohol;

- c. Notification of local law enforcement authority within one (1) school day of the suspension (Ed Code 48902) for possible citation and/or arrest;
- d. Notification of parent or guardian;
- e. Assignment to Impact Program
  - i. The purpose of the Impact Program is early intervention and prevention of further drug use; it is not a form of discipline and is not intended as a substitute for discipline.
  - ii. The program consists of eight (1) one hour sessions related to chemical use and abuse. In addition, students meet with a counselor for group counseling and prevention education. Parents also attend one evening session.
  - iii. The Impact program is available to any student having issues with substance abuse.
  - iv. The student and parent/guardian will be asked to sign a contract agreeing to a drug test with an outside agency, at parent expense;
- f. Restriction from participation in all extracurricular school activities; including athletics, for one calendar year;
- g. Possible recommendation for expulsion (automatic for multiple offenses, sales, arranging to sell, or otherwise furnishing a controlled substance; and also for possession of a controlled substance except less than one ounce of marijuana other than concentrated cannabis).

#### Use or Possession of Tobacco or Tobacco Substances

- Study Zone
- Suspension
- Referral to Impact Program
- Citation
- Exclusion from school activities

## K-9 SEARCHES

Each year, Mira Costa uses a K-9 detection program on campus which includes:

1. The possibility of random searches of students, their belongings, their vehicles parked on district property, and district properties under a student's control, including lockers or desks.
2. The district's contraband dog detection program includes searches for drugs, alcohol beverages, prescription and OTC medications, and gunpowder-based items.
3. Mira Costa High School has partnered with Interquest for over 20 years. Their detection canines are selected using the highest standards and are evaluated and trained in the real work & school environment. The goal is for the detection dogs to be a positive presence to help everyone on campus feel safe.

# MIRA COSTA HIGH SCHOOL

## BEHAVIOR INTERVENTION AND DISCIPLINE MATRIX

### ATTENDANCE

#### **Tardies** (cumulative)

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<b>3 total period tardies</b> - Parent and Student contact - School Detention	<b>6 total period tardies</b> - Parent and Student contact - 2nd School Detention	<b>9 total period tardies</b> - Parent and Student contact - Student Study Team (SST) Meeting - Study Zone	<b>12 total period tardies</b> - Parent and Student contact - 2nd Study Zone - Possible loss of extra-curricular activities - Potential Student Attendance Review Team (SART) Meeting

#### **Unverified Absences or Truancies** (cumulative)

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<b>3 total period truancies</b> - Parent and Student contact - School Detention	<b>6 total period truancies</b> - Parent and Student contact - 2nd School Detention	<b>9 total period truancies</b> - Parent and Student contact - Study Zone - Counselor Intervention	<b>12 total period truancies</b> - Parent and Student contact - 2nd Study Zone - Possible loss of extra-curricular activities - Potential SART meeting

#### **Chronic Absences** (more than 10% of the school year covering period and full day absences)

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<b>1st Letter</b> - Counselor Intervention - Parent Contact - Revocation of 18-yr-old Sign-Out	<b>2nd Letter</b> - SART Meeting - Doctor's Note Required for Verification of Future Absences Related to Illness	<b>3rd Letter</b> - DART Meeting - Possible loss of extra curricular activities	<b>4th Letter</b> - SARB referral (9th-11th grade) - Attendance Contract (12th Grade)/DART Meeting - Possible loss of extra curricular activities

#### **Leaving or Returning to Campus Without a Pass and/or Through Areas Not Identified as Proper Exits**

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
- Parent and Student contact - Truancy assigned - School Detention	- Parent and Student contact - Truancy assigned - 2nd Detention	- Parent and Student contact - Truancy assigned - Study Zone - Student Support Team (SST) Behavior/ Attendance Contract	- Parent and Student contact- Truancy assigned - 2nd Study Zone - Student Attendance Review Team (SART)

## BEHAVIOR & ACADEMIC

### Violation of Technology Use Agreement (per class)

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<ul style="list-style-type: none"> <li>- Parent Communication from Teacher (cc VP)</li> <li>- Document in Aeries record</li> <li>- Detention</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- Document in Aeries record</li> <li>- 2nd Detention</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- Document in Aeries record</li> <li>- Study Zone</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- Document in Aeries record</li> <li>- 2nd Study Zone</li> <li>- Parent/Student/Teacher/VP Meeting</li> </ul>

**Academic Dishonesty (MINOR - homework, classwork, and quizzes)** - Ethics Violations that include plagiarism, the practice of taking someone else's work or ideas, using AI generated work and passing them off as one's own; falsely citing erroneous AI-generated evidence; copying homework; allowing someone else to copy one's homework; cheating on a quiz using one's phone, a notecard, or writing on one's body or belongings; giving or receiving information about homework/classwork assignments or a quiz.

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- Zero on the Assignment</li> <li>- "U" in citizenship</li> <li>- Detention</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- Zero on the Assignment</li> <li>- "U" in citizenship</li> <li>- Detention</li> <li>- Study Zone</li> </ul>	<ul style="list-style-type: none"> <li>- VP Parent Contact</li> <li>- Zero on the Assignment</li> <li>- "U" in citizenship</li> <li>- Possible loss of extra curricular activities</li> <li>- Possible 1 Day Suspension</li> </ul>	If not with the same teacher: - - VP Parent Contact Zero on the Assignment - "U" in citizenship - Possible 1-3 Day Suspension

**Academic Dishonesty (MAJOR - tests/exams, finals, essays, projects)** Ethics Violations that include plagiarism, the practice of taking someone else's work or ideas, including AI generated work, and passing them off as one's own; falsely citing erroneous AI-generated evidence; cheating on a major assignment (as determined by teacher in writing) and/or exam using one's phone; using an unauthorized notecard or writing on one's body or belongings; giving or receiving information about an exam; altering a grade on a major test, exam, final, essay, or major project.

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- Zero on the Assignment</li> <li>- "U" in citizenship</li> <li>- Study Zone</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- Zero on the Assignment</li> <li>- "U" in citizenship</li> <li>- 2nd Study Zone</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- Zero on the Assignment</li> <li>- "U" in citizenship</li> <li>- Report the incident to colleges</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- Zero on the Assignment</li> <li>- "U" in citizenship</li> <li>- Report the incident to colleges</li> </ul>

**Property Theft (Academic)** Stealing a teacher's quiz/test/assessment and/or reproducing or taking a photo of a teacher's quiz/test/assessment - **Ed Code 48900(g)**

Intervention Level 1	Intervention Level 2
<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- Zero on the assignment</li> <li>- "U" in citizenship</li> <li>- 1-3 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- Zero on the assignment</li> <li>- "U" in citizenship</li> <li>- 3-5 Day Suspension</li> <li>- Report the incident to colleges</li> </ul>

## Forgery

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<ul style="list-style-type: none"> <li>- Detention</li> <li>- Counselor Intervention</li> </ul>	<ul style="list-style-type: none"> <li>- Study Zone</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> </ul>	<ul style="list-style-type: none"> <li>- Counselor Intervention</li> <li>- Refer to MBPD and/or Referral to Diversion program</li> </ul>	<ul style="list-style-type: none"> <li>- Counselor Intervention</li> <li>- Refer to MBPD and/or Referral to Diversion program</li> </ul>

## SUBSTANCE USE AND POSSESSION

**DRUGS or ALCOHOL - Under the Influence or Possession** of drugs, alcohol, or undetermined substance or drug products or paraphernalia at school or at a school event; **Ed Code 48900(c)**

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- 1-3 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to Impact</li> <li>- Refer to MBPD</li> <li>- Send student home for remainder of school day</li> <li>- Restriction from future extra-curricular attendance or participation</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- 3-5 Day Suspension/3 Day with IMPACT Program</li> <li>- Refer to IMPACT</li> <li>- Refer to MBPD</li> <li>- Send student home for remainder of school day</li> <li>- Restriction from future extra-curricular attendance or participation</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- 3-5 Day Suspension/3 Day with IMPACT Program</li> <li>- Refer to IMPACT</li> <li>- Refer to MBPD</li> <li>- Send student home for remainder of school day</li> <li>- Restriction from future extra-curricular attendance or participation</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- 5 Day Suspension</li> <li>- Refer to IMPACT</li> <li>- Refer to MBPD</li> <li>- Send student home for remainder of school day</li> <li>- Restriction from future extra-curricular attendance or participation</li> <li>- Referral by Principal for Expulsion</li> </ul>

**TOBACCO - Use or Possession** of tobacco or tobacco products or paraphernalia at school or at a school event; **Ed Code 48900(h)**

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- Study Zone</li> <li>- Counselor Intervention</li> <li>- Restriction from future extra-curricular attendance or participation</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- 1-3 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Send student home for remainder of school day</li> <li>- Restriction from future extra-curricular attendance or participation</li> <li>- Recommend to IMPACT</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- 3-5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> <li>- Send student home for remainder of school day</li> <li>- Restriction from future extra-curricular attendance or participation</li> <li>- Recommend to IMPACT</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Communication from Vice Principal</li> <li>- 5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> <li>- Send student home for remainder of school day</li> <li>- Restriction from future extra-curricular attendance or participation</li> <li>- Recommend to IMPACT</li> </ul>

**Sales or Negotiated** drugs, alcohol, or drug/tobacco products or paraphernalia; **Ed Code 48900(c) (d) (j) (p); 48915 (c)**

- 5 Day Suspension
- Referral by Principal for Expulsion
- Restriction from future extra-curricular attendance or participation

## WEAPONS AND DANGEROUS OBJECTS

### Possessing, furnishing, selling, brandishing, or use of a weapon or other dangerous objects

Ed Code 48900(b); 48915(c) F

- 5 Day Suspension
- Counselor Intervention
- Possible Referral by Principal for Expulsion
- Refer to MBPD

## PHYSICAL HARM

### Caused, Attempted to Cause, or Threatened to Cause Physical Injury Ed Code 48900(a)(1)

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- If deemed a danger to persons or the instructional process, the case will move to intervention level 2.</li> <li>- Study Zone</li> <li>- Counselor Intervention</li> <li>- Possible Class Change</li> </ul>	<ul style="list-style-type: none"> <li>- 1-3 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Possible Class Change</li> </ul>	<ul style="list-style-type: none"> <li>- 3-5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Possible Class Change</li> </ul>	<ul style="list-style-type: none"> <li>- 5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Possible Class Change</li> <li>- Refer to Principal for Expulsion</li> <li>- Refer to MBPD</li> </ul>

### Unwelcome Contact (Sexual Harassment) Ed Code 48900.2

Intervention Level 1	Intervention Level 2	Intervention Level 3
<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- If deemed a danger to persons or the instructional process, the case will move to intervention level 2.</li> <li>- Counselor Intervention</li> <li>- 1-3 Day Suspension</li> <li>- Refer to MBPD</li> <li>- Possible Class Change</li> </ul>	<ul style="list-style-type: none"> <li>- 3-5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> <li>- Possible Class Change</li> <li>- Possible Referral to Diversion program</li> </ul>	<ul style="list-style-type: none"> <li>- 5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> <li>- Possible Class Change</li> <li>- Refer to Principal for Expulsion</li> <li>- Possible Referral to Diversion program</li> </ul>

### Assault / Battery - Sexual or Physical Ed Code 48900(a)(1); 48900 (n)

- 5 Day Suspension
- Referral by principal for Expulsion
- Refer to MBPD
- Restriction from future extra-curricular attendance or participation

### Fighting Ed Code 48900(s); 48900(a)(1); 48900(2)

Intervention Level 1	Intervention Level 2	Intervention Level 3
<ul style="list-style-type: none"> <li>- 1-3 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> <li>- Possible class change</li> </ul>	<ul style="list-style-type: none"> <li>- 3-5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> <li>- Possible class change</li> </ul>	<ul style="list-style-type: none"> <li>- 5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Referral to MBPD</li> <li>- Possible Referral by Principal for Expulsion</li> </ul>



## VERBAL OR CYBER HARM

### Bullying (includes verbal or cyber bullying) Ed Code 48900(r)

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- If deemed a danger to persons or the instructional process, the case will move to intervention level 2.</li> <li>- Detention or Study Zone</li> <li>- Counselor Intervention</li> </ul>	<ul style="list-style-type: none"> <li>- 1-3 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Possible Class Change</li> <li>- Refer to MBPD</li> </ul>	<ul style="list-style-type: none"> <li>- 3-5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Possible Class Change</li> <li>- Refer to MBPD</li> </ul>	<ul style="list-style-type: none"> <li>- 5 Day Suspension</li> <li>- Possible Class Change</li> <li>- Refer to MBPD</li> <li>- Referral by Principal for Expulsion</li> </ul>

### Threats or Intimidation to Staff or Students Ed Code 48900(a)(1); 48900(o); 48900(q)

Intervention Level 1	Intervention Level 2	Intervention Level 3
<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- If deemed a danger to persons or the instructional process, the case will move to level 2.</li> <li>- Study Zone</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> <li>- Possible Class Change</li> </ul>	<ul style="list-style-type: none"> <li>- 3-5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> <li>- Possible Class Change</li> </ul>	<ul style="list-style-type: none"> <li>- 5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> <li>- Possible Class Change</li> <li>- Refer to Principal for Expulsion Consideration</li> </ul>

### Hate Crime (Discriminatory, Racial, or Sexual) - involves violent and/or physical expression of hate Ed Code 48900(r)

Intervention Level 1	Intervention Level 2
<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- If deemed a danger to persons or the instructional process, the case will move to intervention level 2.</li> <li>- 1-3 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> <li>- Possible Class Change</li> </ul>	<ul style="list-style-type: none"> <li>- 3-5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> <li>- Possible Class Change</li> <li>- Refer to Principal for Expulsion</li> </ul>

### Hate Speech (Discriminatory, Racial, or Sexual) Ed Code 48900(r)

Intervention Level 1	Intervention Level 2	Intervention Level 3
<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- If deemed a danger to persons or the instructional process, the case will move to level 2.</li> <li>- 1-3 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> </ul>	<ul style="list-style-type: none"> <li>- 3-5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> <li>- Possible Class Change</li> </ul>	<ul style="list-style-type: none"> <li>- 5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> <li>- Possible Class Change</li> <li>- Refer to Principal for Expulsion</li> </ul>

## Terroristic Threats (Against School Personnel and/or Property) Ed Code 48900.7

Intervention Level 1	Intervention Level 2	Intervention Level 3
<ul style="list-style-type: none"> <li>- Refer to MBPD</li> <li>- Possible Class Change</li> <li>- 1-3 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- Refer to MBPD</li> <li>- Possible Class Change</li> <li>- 3-5 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- Refer to MBPD</li> <li>- Possible Class Change</li> <li>- 5 Day Suspension</li> <li>- Refer to Principal for Expulsion Consideration</li> </ul>

## UNACCEPTABLE BEHAVIORS DISRUPTIVE TO SCHOOL ACTIVITIES

### Defiance - willful disobedience of the rules, or not following directions in a safety situation Ed Code 48900(k)

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- If deemed a danger to persons or the instructional process, the case will move to intervention level 2.</li> <li>- Detention</li> <li>- Counselor Intervention</li> </ul>	<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- If deemed a danger to persons or the instructional process, the case will move to intervention level 3.</li> <li>- Study Zone</li> <li>- Counselor Intervention</li> </ul>	<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> </ul>	<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> </ul>

### Committed an Obscene Act or Engaged in Habitual Profanity or Vulgarity Ed Code 48900(i)

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- If deemed a danger to persons or the instructional process, the case will move to intervention level 2.</li> <li>- Detention</li> <li>- Counselor Intervention</li> <li>- Possible Class Change</li> </ul>	<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- If deemed a danger to persons or the instructional process, the case will move to intervention level 3.</li> <li>- Study Zone</li> <li>- Counselor Intervention</li> <li>- Possible Class Change</li> </ul>	<ul style="list-style-type: none"> <li>- 1-3 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Possible Class Change</li> </ul>	<ul style="list-style-type: none"> <li>- 3-5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Possible Class Change</li> </ul>

### Destruction or Damage of School or Personal Property Ed Code 48900(f)

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- If deemed a danger to persons or the instructional process, the case will move intervention level 2.</li> <li>- Study Zone</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> </ul>	<ul style="list-style-type: none"> <li>- 1-3 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> </ul>	<ul style="list-style-type: none"> <li>- 3-5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> </ul>	<ul style="list-style-type: none"> <li>- 5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> </ul>

## Theft of School or Personal Property Ed Code 48900(g)

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- If deemed a danger to persons or the instructional process, the case will move to intervention level 2.</li> <li>- Study Zone</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> <li>- Possible Suspension</li> </ul>	<ul style="list-style-type: none"> <li>- 1-3 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> </ul>	<ul style="list-style-type: none"> <li>- 3-5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> </ul>	<ul style="list-style-type: none"> <li>- 5 Day Suspension</li> <li>- Counselor Intervention</li> <li>- Refer to MBPD</li> </ul>

## Disruption to School Activities- misbehavior disruptive to the learning environment

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- If deemed a danger to persons or the instructional process, the case will move to intervention level 2.</li> <li>- Detention</li> <li>- Counselor Intervention</li> </ul>	<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- Study Zone</li> <li>- Counselor Intervention</li> </ul>	<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- Counselor Intervention</li> <li>- Possible Referral to Diversion program</li> </ul>	<ul style="list-style-type: none"> <li>- Administrative Means of Correction</li> <li>- Counselor Intervention</li> <li>- Possible Referral to Diversion program</li> </ul>

## OTHER

## Unserved Detention or Study Zone Ed Code 48900(k)

Intervention Level 1	Intervention Level 2	Intervention Level 3	36
<ul style="list-style-type: none"> <li>- Double Consequence Assigned</li> <li>- Counselor Intervention</li> </ul>	<ul style="list-style-type: none"> <li>- Exclusion from extra-curricular activities (sports, ASB dances, school events, etc.)</li> <li>- Additional Consequences (Detention or Study Zone)</li> <li>- Counselor Intervention</li> </ul>	<ul style="list-style-type: none"> <li>- Exclusion from extra-curricular activities (sports, ASB dances, school events, etc.)</li> <li>- Additional Consequences (Detention or Study Zone)</li> <li>- Counselor Intervention</li> </ul>	<ul style="list-style-type: none"> <li>- Exclusion from extra-curricular activities</li> <li>- Additional Consequences (Detention or Study Zone)</li> <li>- Counselor Intervention</li> <li>- Administrative Means of Correction</li> </ul>

## Littering

Intervention Level 1	Intervention Level 2	Intervention Level 3	Intervention Level 4
<ul style="list-style-type: none"> <li>- Detention</li> <li>- Counselor Intervention</li> </ul>	<ul style="list-style-type: none"> <li>- 2nd Detention</li> <li>- Counselor Intervention</li> </ul>	<ul style="list-style-type: none"> <li>- Study Zone</li> <li>- Counselor Intervention</li> </ul>	<ul style="list-style-type: none"> <li>- 2nd Study Zone</li> <li>- Counselor Intervention</li> </ul>

## Dress Code

See District policies:

[BP 5132 Dress Code](#)

AR 5132 Dress Code