

# **MIRA COSTA HIGH SCHOOL**



## **STUDENT AND PARENT INFORMATION HANDBOOK**

**2019-2020 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:	Ben Dale, Ed.D.
Vice Principal:	Deborah Hofreiter, Ed.D.
Vice Principal:	Stephanie Hall
Vice Principal:	Tara Grings
Vice Principal:	Jessica Blesoe

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.

## **Attendance Policies and Procedures**

Regular attendance and class participation are an integral part of our students' learning experience and together determine student success. Mira Costa High School is committed to cultivating exemplary attendance habits.

A student is **tardy** when he/she is less than 30 minutes tardy to a single scheduled class period.

A student is **absent** when he/she is more than 30 minutes tardy or is not present during a scheduled class period.

A student is **truant** when he/she is absent from class without school and parent/guardian knowledge or permission, or when he/she leaves 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.

### **TARDY POLICY**

A student is considered tardy if he/she is not seated when the bell rings. With the **3<sup>rd</sup> tardy** in any class, a student may be assigned an hour of **detention**. Subsequent tardies will result in further detentions and/or assignment to the Study Zone, a 4-hour study period on a pre-arranged Saturday morning. See **Discipline Matrix**.

### **ABSENCE POLICY**

Students are expected to be in class and on time. If a student is absent for any reason, parents have 3 school days to **verify** the absence through the Attendance Office (see section on **Reporting and Clearing Absences**). 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 *unexcused*. We will notify parents when their student accumulates 3, 6, and 9 unexcused absences, trancies, or a combination of both in any one class. When a student accumulates 9 unexcused absences, trancies, or a combination of both, he/she may meet with the Student Attendance Review Team (SART). The SART, which includes the student and parent, will develop an attendance contract for the student, and may issue consequences for noncompliance of school attendance policy. If the SART contract is broken, the student will receive a referral to the Student Attendance Review Board (SARB) with possible loss of extracurricular activity participation.

Students with 6 or more [A]- *unverified* absences (trancies after 3 days) in any class for each calendar month may be assigned to Study Zone.

Parents may access their student's attendance history on a daily basis via Aeries using their Aeries login information.

## TRUANCY

A student is truant when he or she is absent from school without the permission of the parent/guardian and/or without the knowledge of the proper school authorities. Truant students may still receive a citation from the School Resource Officer for even 1 instance of truancy. Students who forge notes will be considered truant and will receive an assignment to Study Zone. Chronic truancy (4 or more) will result in a referral to the **School Attendance Review Board (SARB)**.

## ATTENDANCE CONTRACT

Students who reach **5 unexcused absences in the 2<sup>nd</sup> semester** will be required to sign an attendance contract in order to maintain eligibility for end-of-year activities.

## MAKE-UP WORK POLICY

Students may **not** be allowed to make up quizzes, tests, and/or other school work if students have *unverified* or *unexcused* absences in their class. Please consult Aeries records and contact the Attendance Office if an *unverified* absence is not cleared 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.** Failure to do so may result in an *unverified* or *unexcused* absence.

## REPORTING AND CLEARING ABSENCES

Absences can be reported in two ways: **1) Parent note 2) Parent e-mail.** The Attendance Office will not accept phone calls reporting a student's absence or requesting an Off Grounds Permit. Upon returning to school the day following an absence, the student should report to the Attendance Office with a note signed by the parent that includes: **legal name, date/periods of absence, and reason for absence.** Parents may also e-mail with this information or respond to the SchoolMessenger e-mail alert notifications as directed. Notes or e-mails lacking any of the required information (name, date/periods, reason) will remain *unverified*. It is the student's and parent's responsibility to ensure all necessary information is included **prior** to submitting. Please note that parents have **3 school days** following the absence to verify and clear absences. After 3 days, any *unverified* absences will be automatically considered *truant*. In exceptional circumstances and with administrative approval, absences verified after 3 school days may be cleared, but no changes will be made to student attendance after monthly district/state reports have been submitted.

School-sponsored field trips, athletic events, or other *school business* absences can **only** be cleared 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.

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.

Students who arrive more than 30 minutes late to school should check in with the Attendance Office with a note excusing their partial-day absence. **Tardiness to any given class cannot be excused by parent note, e-mail, or personal visit.** Only a verified medical excuse provided by a doctor will be accepted for clearing a tardy.

***PLEASE NOTE:*** Allow up to the 3 school days for absences verified by parent note, e-mail, Off Grounds Permit, or school official to be reflected in Aeries records. If after 3 school days your verification is not reflected in Aeries, please contact the Attendance Office.

## **EXCUSED AND UNEXCUSED ABSENCES**

Per state policy, *excused* absences include only the following:

1. Illness
2. Quarantine
3. Medical, dental, optometric, or chiropractic appointment
4. Funeral for a family member of the immediate family
5. Jury duty
6. Observation of a religious holiday
7. Justifiable personal reason - see attendance policy on the website (2 weeks prior approval from the principal or designee is required)
8. Spending time with family in military.
9. Justifiable personal reason with prior approval.

**Absences which do not fall into one of the above categories must receive prior approval from the school principal or designee 2 weeks in advance to be considered an excused absence.** Parents may submit requests for approval through e-mail or written note to the principal or designee.

## **COLLEGE VISITS**

Juniors and Seniors must receive prior approval as above from the principal or vice principal of attendance for all college visits. Documentation may be required for approval.

## **EXTENDED ABSENCES**

Students and parents should speak with the Attendance Office concerning absences that will extend 5 school days or more but for less than 2 weeks. With prior approval from the principal, many of these absences may qualify for a Short-Term Independent Study Agreement through the Attendance Office. **For absences that extend longer than 3 weeks, parents are advised to withdraw their students from Mira Costa.** Medical documentation may be required for extended absences due to illness. **Students who accumulate 14 absences due to illness may be required to submit a doctor's note to excuse illness absences for the remainder of the school year.**

## OFF GROUNDS PERMITS

Any student who has a medical/dental appointment or who needs to leave campus for any reason after he/she has arrived at school **must first acquire an Off Grounds Permit** from the Attendance Office on the day of the appointment in order for the absence to be properly verified. The Attendance Office will not issue a pass unless the student has a signed, handwritten parent note or the parent signs the Off Grounds Permit in person. **E-mails and phone calls are not an acceptable means for requesting an Off Grounds Permit.**

Students who wish to obtain an Off Grounds Permit with a signed note must come to the Attendance Office before school, at nutrition/ lunch, or between passing periods **prior** to leaving campus. When leaving campus, students should sign out on the Attendance Office clipboard roster. If students return to campus the same day, they must sign back in on the roster before going to class.

Students who are sick may not leave campus without an Off Grounds Permit from the Health Office. If for any reason the Health Office or Attendance Office is closed, a student should go to the Guidance Office for assistance. Students found off grounds without a pass may be cited by the School Resource Officer and will be considered truant. **Please note: parents cannot excuse their son/daughter after he/she has left campus without an Off Grounds Permit.**

## STUDENTS WHO ARE 18

Students who are 18 years of age and older may sign their own notes to clear their absences or leave campus. However, students who abuse this policy may lose this privilege, by being required to provide further documentation. **Medical documentation may be requested at any time to support absences due to illness or medical appointments.** Students who are unable to provide documentation when requested will be considered *truant*.

## DRESS POLICY

There appears to be a definite relationship among good dress habits, good work habits, and proper school behavior. Recognizing the relationship between personal dress and personal attitude, Mira Costa staff members encourage students to dress in a manner that demonstrates pride both in themselves and in their school. The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, sexually suggestive; which advocate racial, ethnic or religious prejudice, or the use of drugs or alcohol; which bear drug, alcohol or tobacco company advertising, promotions and likenesses; or which advocate racial, ethnic, or religious prejudice.
2. No clothing, article of clothing, or manner of wearing clothes which is distracting/disrupting to the educational program shall be worn on campus or at school activities. Clothes shall be sufficient to conceal undergarments at all

times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.

3. No clothing or any article of clothing (including, but not limited to gloves, bandannas, hats, shoes, shoestrings, wristbands, jewelry, or manner of wearing clothing) related to a group or gang which may provoke others to act violently or to be intimidated by fear of violence, shall be worn on campus or at any school activity. Gang-related clothing may vary and may change from year to year. Consequently, the principal, or his/her designee, shall have the authority to identify and disallow such gang attire.

Coaches, teachers, and administrators may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

### **Dress Code Violations**

#### First Offense:

1. School staff will confer with the student and ask him or her to remove item(s) or provide appropriate clothing.
2. Staff will retain the item(s) until the end of the school day or other appropriate time.
3. At the end of the day, or other appropriate time, staff will return item(s) and direct student not to wear in the future.
4. The student may be assigned to detention.

#### Second Offense

1. All of the above, plus parent contact.
2. Parent shall be given an opportunity to meet with the educational advisor, vice principal, or principal to discuss the violations.
3. The student will be assigned to the Study Zone.

#### Third Offense

1. The student will be assigned to the Study Zone and suspended for one day.

### **DROPPING CLASSES**

“Dropping” a course is used to mean that no class is added in the place of another course. Students are able to drop a course under several conditions as 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.

3. Students enrolled in SCROC must be enrolled in 4 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 the second Monday after the end of the 10 week marking period during Quarters 1 and 3. 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 the second Monday after the end of the 10 week marking period during Quarters 1 or 3 will receive a Drop/Fail on the transcript for the course, regardless of the mark at the time of the drop.

### **IDENTIFICATION CARDS**

Students must carry their student identification cards at all times while on campus or when attending any school event. Students must also present their student ID card in order to check out textbooks and library books.

Identification cards are free, and are acquired at registration. If a student does not acquire a card at registration, he/she should report to the Guidance Office during lunch on Mondays, Thursdays or Fridays to acquire one as soon as possible after the opening of school. Replacement ID cards are \$10.00.

### **TEXTBOOK POLICY**

Mira Costa High School has a computerized textbook program to circulate textbooks. Textbooks will be charged to each individual student and will stay attached to that name until the books are returned to the textbook room or the library. There will be a \$5 fine for all textbooks returned a day late.

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.* 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 For Damaged Books**

Barcode Damage	\$5.00
Water Damage	Cost of the book
Cover or Binding Damage	\$20.00
Writing in Book	10% of replacement value

#### **Textbook Tips:**

1. Cover your books. This will cut down on their wear.



2. Report any damage or writing in the book immediately upon receipt of the book. The damage will be noted so that you are not charged for it.
3. Books are identified by barcode. However, write your name on the front inside cover of your textbook.

### **EMERGENCY/DISASTER SITUATION INFORMATION**

Should we have a major earthquake or disaster during school hours, your 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 Disaster 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 School Messenger 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 him/her 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 Health Office form 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 Health Office form since calls may still be made out of the area while incoming calls are affected.
4. Please instruct your student to remain at school until you or a designee arrives. Please 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
5. Turn your radio to KFI 640 AM, KNX 1070 AM, or KFWB 980 AM for emergency announcements. If students are to be kept at school, radio stations will be notified.
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 INFORMATION**

#### **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, in writing, an exemption from immunization for medical reasons or personal beliefs. 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.

Proof of a Pertussis Test, Tdap, and the following immunizations are required for high school students enrolling in Manhattan Beach Unified School District for the first time:

POLIO 7-17 years	3 DOSES	Last dose must be on or after 2 <sup>nd</sup> birthday or another dose needs to be given.
DTP,Td,DT 7-17 years	3 DOSES	Last dose must be on or after 2 <sup>nd</sup> birthday or one more Td is required
Pertussis Booster aka Tdap,Dtap, Boostrix, DTP, Adacel		1 dose on or after 7 <sup>th</sup> birthday (CA requirement as of 2011-12)
Hepatitis B 7 <sup>th</sup> -12 <sup>th</sup> grade	3 DOSES	At any age
MEASLES, MUMPS, RUBELLA (MMR) 7 <sup>th</sup> -12 <sup>th</sup> grade	2 DOSES	2 doses both on or after 1 <sup>st</sup> birthday
VARICELLA (Chicken Pox)		For any new student who has NEVER been in a California school. Student must either have had the Varicella vaccine or show written proof from their doctor that they have had the Chicken Pox.

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 or personal beliefs exemption from immunizations for your student is available from the District Registered Nurse **or can be found by visiting** <https://1.cdn.edl.io/NVqvMKsKoi5p1jsZ8twFUmtMfpOTqOCouM5wIHEL14IZrLxk.pdf>

## **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 <http://mbusd.org/health.htm>, 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 Epi Pens or inhalers may be carried by the student when authorized by the physician and parent. A second Epi Pen or inhaler should be kept in the Health Office for emergency use.

### **Inhalers and Epi Pens at School**

If your child has a diagnosis of asthma, or allergies for which auto-injectable Epinephrine (i.e. Epi Pen) has been prescribed, it is strongly recommended that an inhaler and/or Epi Pen 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 Epi Pen.

For your child to carry an inhaler and/or Epi Pen 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 <http://mbusd.org/health.htm>), 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 <http://mbusd.org/health.htm>) 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:
  - a. Cast
  - b. Crutches or other orthopedic appliances
  - c. Wheelchair

2. A student returns after:
  - a. A serious illness requiring 3 days or more absence from school
  - b. Surgical procedure
  - c. Overnight hospitalization
3. A student is to be excused from PE/sports activities for more than 3 days in a row.

Parents/guardians must also note the following:

Fever: Students with an oral temperature over 100.4 degrees will be excluded from school until temperature is normal for at least 24 hours.

Vomiting/diarrhea: Students will be excluded from school until they have had no vomiting/diarrhea for at least a 24 hour period.

Rashes: If a student has a rash of unknown origin, the student must be sent home and may return *only with a note from a physician* stating the rash is not contagious or may return if the rash has cleared.

Conjunctivitis (pink eye): Student may return to school after 24 hours or more of physician prescribed medication.

Strep Throat: Student may return to school after 24 hours or more of physician prescribed medication.

**Students sent home with any of the above conditions must report to the Health Office for clearance prior to readmission to school.**

## **GUIDELINES FOR STUDENT BEHAVIOR AND DISCIPLINE INFORMATION**

The following are expectations for student behavior:

1. Smartphones, tablets and laptops are welcome in class for educational purposes. Students may log on to the wireless server using the student log-in posted in each classroom. Students will follow class instructions when teachers restrict the use during the lesson. The school is not responsible for any personal articles lost or stolen on school grounds.
2. Comply with requests of teachers and staff members.
3. Practice integrity in all areas of school life. Do not cheat or act dishonestly in the classroom or on the playing field. The new Board Policy regarding academic honesty will be available on the District and school websites before school begins.
4. Show respect for and pride in the school by helping to keep it clean and free of

vandalism.

5. Stay in the interior of the campus during the school day and do not go into parking lots except when leaving.
6. Behave in an appropriate way on campus and in class by avoiding horseplay or excessive displays of affection.
7. Remain on campus for your entire school day unless first cleared through the attendance office or nurse's office to leave. Secure off-grounds permit from the attendance office when you arrive at school in the morning if planning to leave during the school day.
8. Park only in student parking areas (if issued a Student Parking Pass).

### **Spring Semester Graduating Seniors:**

Students sign a behavioral contract at the beginning of their senior year. If they break their contract, the following consequences are implemented:

1. Exclusion from the activity where the offense occurs and referral to the appropriate authority.
2. Possible suspension or recommendation for expulsion.
3. Exclusion from school activities for the remainder of the school year. Activities include, but are not limited to: Junior-Senior Prom, Senior Recognition Night, Commencement and Grad Nite activities.

### **Tobacco, Drugs and Alcohol**

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.
- f. The student and parent/guardian will be asked to sign a contract agreeing to a drug test with an outside agency, at parent expense.
- g. Restriction from participation in all extracurricular school activities; including athletics, for one calendar year;
- h. **Possible recommendation for expulsion** (automatic for second 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

## Mira Costa High School Discipline Matrix 2019-2020

OFFENSE	INTERVENTION LEVEL 1	INTERVENTION LEVEL 2	INTERVENTION LEVEL 3	INTERVENTION LEVEL 4	Ed Code
<b>TARDIES (In a Given Class, not Cumulative)</b>	1-3 PBIS Interventions	4-5 Detention	6-7 Teacher refers to counselor. Admin gives Study Zone.	8+ SART	
<b>ATTEMPTING TO LEAVE OR RETURNING TO CAMPUS WITHOUT A PASS</b>	1 PBIS Interventions	2 Study Zone	3 In House Suspension	4+ SART	
<b>UNVERIFIED ABSENCES</b>	Truancy Letter #1 3-Period Unverified Absences	Truancy Letter #2 SART Meeting with Counselor or Vice Principal 9-Period Unverified Absences	Truancy Letter #3 DART 15-Period Unverified Absences Revocation of 18-Yr Old Sign-Out	Truancy Letter #4 SARB Referral 9-11th Grade Senior Contract 12th Grade 16+ Period Unverified Absences	48263.6 Chronic Truancy 48260 - Definition of Truancy 48264.5 - Penalties of Truancy (830.1 of the penal code - citation for truancy)
<b>CHRONIC ABSENCES - More than 10% of the School Year All Absences - per period or per day</b>	Chronic Absence Letter #1 (Notification of Concern)	Chronic Absence Letter #2 SART Meeting	Chronic Absence Letter #3 Student Study Team DART Doctor's Note Required for Verification of Future Absences Related to Illness Revocation of 18-yr-old Sign-Out	Chronic Absence Letter #4 SARB Referral 9-11th Grade Attendance Contract 12th Grade	
<b>ETHICS VIOLATION (MINOR) - As Defined in the Teacher's Syllabus</b>  <b>PLAGIARISM (MINOR)- As Defined in the Teacher's Syllabus</b> <b>The Practice of Taking Someone Else's Work or Ideas and Passing them off as one's own. A Teacher May use Programs such as Turn It In to Trigger Further Investigation.</b>	Parent Contact Zero on the Assignment "U" in citizenship Detention	Parent meeting Zero on the Assignment "U" in citizenship Study Zone	Parent meeting Zero on the Assignment "U" in citizenship 1 Day In-School Suspension If third time with the same teacher in the same year, then NM/NC for the semester. SST to determine placement for the remainder of the semester.	If not with the same teacher: Parent meeting Zero on the Assignment "U" in citizenship 1-3 Day In-School Suspension If fourth occurrence, but third time with the same teacher in the same year, then NM/NC for the semester. SST to determine placement for the remainder of the semester.	



## Mira Costa High School Discipline Matrix 2019-2020

OFFENSE	INTERVENTION LEVEL 1	INTERVENTION LEVEL 2	INTERVENTION LEVEL 3	INTERVENTION LEVEL 4	Ed Code
<p><b>ETHICS VIOLATION (MAJOR) - As Defined in the Teacher's Syllabus</b></p> <p><b>PLAGIARISM (MAJOR)- As Defined in the Teacher's Syllabus</b>  <b>The Practice of Taking Someone Else's Work or Ideas and Passing them off as one's own. A Teacher May use Programs such as Turn It In to Trigger Further Investigation.</b></p>	Zero on the Assignment <i>"U"</i> in citizenship Parent Contact Study Zone	Zero on the Assignment <i>"U"</i> in citizenship Parent Contact 1-3 Day In-School Suspension If second time with the same teacher in the same year, then NM/NC for the semester. SST to determine placement or level change for the remainder of the semester. Referral to MBPD for Diversion Program.	Zero on the Assignment <i>"U"</i> in citizenship Parent Contact 3-5 In-school Suspension Report the incident to colleges. SST to determine placement or level change for the remainder of the semester. Referral to MBPD for Diversion Program.	Zero on the Assignment <i>"U"</i> in citizenship Parent Contact 3-5 In-school Suspension Report the incident to colleges. SST to determine placement or level change for the remainder of the semester. Referral to MBPD for Diversion Program.	
<p><b>ACADEMIC FRAUD (Minor) - taking a photo or altering a regular quiz/test/exam; altering a grade on a regular quiz/test/exam; regular quizzes/tests/or exams are defined on the teacher's syllabus</b></p>	Zero on the Assignment <i>"U"</i> in citizenship VP Contact Parent Inform of Diversion program 1-3 day suspension if prior means of correction have failed	Zero on the Assignment <i>"U"</i> in citizenship Transfer to another teacher or course if the same teacher as first occurrence Referral to Diversion program 3 Day suspension	Zero on the Assignment <i>"U"</i> in citizenship Transfer to another teacher or course if the same teacher as first or second occurrence Referral to Diversion program Report the incidences to colleges 3-5 day suspension	Zero on the Assignment <i>"U"</i> in citizenship Transfer to another teacher or course if the same teacher as first or second occurrence Referral to Diversion program Report the incidences to colleges 5 Day suspension Refer to Principal for Expulsion	
<p><b>ACADEMIC FRAUD (Major) - stealing a quiz/test/assessment; reproducing or taking a photo of a midterm/final or a standardized test; altering a gradebook or a test; major quizzes/tests/or exams are defined on the teacher's syllabus</b></p>	Zero on the assignment and <i>"U"</i> in citizenship if occurrence associated with a class Report the incident to colleges Transfer to another teacher or course if applicable Refer to Diversion program VP Contact Parent	Zero on the assignment <i>"U"</i> in citizenship if occurrence associated with a class Report the incident to colleges Transfer to another teacher or course if applicable Refer to Diversion program 5 Day suspension Refer to Principal for Expulsion	xxxx	xxxx	

## Mira Costa High School Discipline Matrix 2019-2020

OFFENSE	INTERVENTION LEVEL 1	INTERVENTION LEVEL 2	INTERVENTION LEVEL 3	INTERVENTION LEVEL 4	Ed Code
<b>SMOKING/VAPING - At school or school event; Tobacco, Nicotine, or undetermined substance.</b>	Study Zone; Refer to Impact Parent Contact Counselor Intervention Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	1-3 Day Suspension Refer to Impact Parent Contact Counselor Intervention Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	3-5 Day Suspension Refer to Impact Parent Contact Counselor Intervention Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	5 Day Suspension Refer to Impact Parent Contact Counselor Intervention Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	48900.5
<b>SMOKING/VAPING - At school or school event; Marijuana</b>	5 Day Suspension/3 Day with Impact Counselor Intervention Refer to Impact Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	5 Day Suspension Counselor Intervention Notify Counselor Refer to Impact Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	5 Day Suspension Counselor Intervention Notify Principal Refer to Impact Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	5 Day Suspension Counselor Intervention Refer to Impact Refer to MBPD Log in Aeries Refer to Principal for Expulsion Consideration Restriction from future extra-curricular attendance/participation	
<b>UNDER THE INFLUENCE - At school or a school event; Drugs or alcohol</b>	5 Day Suspension/3 Day with Impact Counselor Intervention Refer to Impact Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	5 Day Suspension/3 Day with Impact Counselor Intervention Refer to Impact Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	5 Day Suspension/3 Day with Impact Counselor Intervention Refer to Impact Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	5 Day Suspension/3 Day with Impact Counselor Intervention Refer to Impact Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	48900 (c)

**Mira Costa High School Discipline Matrix  
2019-2020**

<b>OFFENSE</b>	<b>INTERVENTION LEVEL 1</b>	<b>INTERVENTION LEVEL 2</b>	<b>INTERVENTION LEVEL 3</b>	<b>INTERVENTION LEVEL 4</b>	<b>Ed Code</b>
<b>POSSESSION - At school or a school event; Tobacco or tobacco products/ paraphernalia</b>	Study Zone Parent Contact Counselor Intervention Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	1-3 Day Suspension Recommend to Impact Parent Contact Counselor Intervention Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	3-5 Day Suspension Refer to Impact Parent Contact Counselor Intervention Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	5 Day Suspension Recommend to Impact Parent Contact Counselor Intervention Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	48900 (h)
<b>POSSESSION - At school or a school event; Drugs, alcohol, or drug products/ paraphernalia</b>	3 Day Suspension Counselor Intervention Refer to Impact Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation	5 Day Suspension Counselor Intervention Refer to Impact Refer to MBPD Log in Aeries Restriction from future extra-curricular attendance/participation Referral for expulsion	xxxx	xxxx	48900 (c)
<b>SALES - Drugs, alcohol, or drug/ tobacco products/ paraphernalia</b>	5 Day Suspension Referral to Principal for Expulsion Log in Aeries	xxxx	xxxx	xxxx	48900 (c)
<b>SALES (Negotiated) - Drugs, alcohol, or drug/ tobacco products/ paraphernalia</b>	5 Day Suspension Referral to Principal for Expulsion Log in Aeries	xxxx	xxxx	xxxx	48900 (d)
<b>FIGHTING</b>	3-5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries	5 Day Suspension Counselor Intervention Referal to MBPD Refer to Principal for Expulsion Log in Aeries	xxxx	xxxx	48900 (s)
<b>UNWELCOME PHYSICAL CONTACT (non-sexual)</b>	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 2. Counselor Intervention Log in Aeries Possible Class Change	1-3 Day Suspension Log in Aeries Possible Class Change	3-5 Day Suspension Log in Aeries Possible Class Change	5 Day Suspension Refer to Principal for Expulsion Refer to MBPD Log in Aeries Possible Class Change	

## Mira Costa High School Discipline Matrix 2019-2020

OFFENSE	INTERVENTION LEVEL 1	INTERVENTION LEVEL 2	INTERVENTION LEVEL 3	INTERVENTION LEVEL 4	Ed Code
<b>BULLYING - Includes verbal or cyber</b>	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 2. Counselor Intervention Log in Aeries Possible Class Change	1-3 Day Suspension Refer to MBPD Log in Aeries Possible Class Change	3-5 Day Suspension Log in Aeries Possible Class Change	5 Day Suspension Refer to Principal for Expulsion Refer to MBPD Log in Aeries Possible Class Change	48900 (r)
<b>UNWELCOME PHYSICAL CONTACT/SEXUAL HARRASSMENT</b>	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 2. Counselor Intervention Log in Aeries Refer to MBPD Possible Class Change	3-5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries Possible Class Change	5 Day Suspension Counselor Intervention Refer to Principal for Expulsion Refer to MBPD Log in Aeries	xxxx	48900.2
<b>THREATS OR INTIMIDATION TO STAFF</b>	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 2. Counselor Intervention Log in Aeries Refer to MBPD Possible Class Change	5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries Possible Class Change	5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries Refer to Principal for Expulsion Consideration Possible Class Change	xxxx	48900.4
<b>THREATS OR INTIMIDATION TO STUDENTS</b>	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 2. Counselor Intervention Log in Aeries Refer to MBPD Possible Class Change	3-5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries Possible Class Change	5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries Refer to Principal for Expulsion Consideration Possible Class Change	xxxx	48900.4

**Mira Costa High School Discipline Matrix  
2019-2020**

<b>OFFENSE</b>	<b>INTERVENTION LEVEL 1</b>	<b>INTERVENTION LEVEL 2</b>	<b>INTERVENTION LEVEL 3</b>	<b>INTERVENTION LEVEL 4</b>	<b>Ed Code</b>
<b>ASSAULT/BATTERY - SEXUAL OR PHYSICAL</b>	3-5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries Possible Class Change	5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries Refer to Principal for Expulsion Consideration Possible Class Change	xxxx	xxxx	48900(a)(1)
<b>HATE CRIME (DISCRIMINATORY, RACIAL, OR SEXUAL) - Involves violent or physical expression of hate</b>	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 2. Counselor Intervention Log in Aeries Refer to MBPD Possible Class Change	5 Day Suspension Counselor Intervention Refer to Principal for Expulsion Refer to MBPD Log in Aeries Possible Class Change	xxxx	xxxx	48900.3
<b>HATE SPEECH (DISCRIMINATORY, RACIAL, OR SEXUAL)- Words only</b>	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 2. Counselor Intervention Log in Aeries Refer to MBPD Possible Class Change	3-5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries Possible Class Change	5 Day Suspension Counselor Intervention Refer to Principal for Expulsion Refer to MBPD Log in Aeries Possible Class Change	xxxx	48900.3
<b>POSSESSING/USE OF A WEAPON</b>	5 Day Suspension Counselor Intervention Refer to Principal for Expulsion Refer to MBPD Log in Aeries	xxxx	xxxx	xxxx	48900(b)
<b>VIOLATION OF TECHNOLOGY USE AGREEMENT (per class)</b>	Teacher Contact Parent Log in Aeries	Detention VP Contact Parent Log in Aeries	Study Zone VP Contact Parent Log in Aeries	1-3 Day Suspension Log in Aeries	

## Mira Costa High School Discipline Matrix 2019-2020

OFFENSE	INTERVENTION LEVEL 1	INTERVENTION LEVEL 2	INTERVENTION LEVEL 3	INTERVENTION LEVEL 4	Ed Code
<b>DEFIANCE- Willful disobedience of the rules, or not following direction in a safety situation</b>	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 2. Counselor Intervention Log in Aeries	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 3. Counselor Intervention Log in Aeries	1-3 Day Suspension Counselor Intervention Log in Aeries	3-5 Day Suspension Counselor Intervention Log in Aeries	
<b>DISRESPECTFUL/PROFANE LANGUAGE AGAINST AUTHORITY</b>	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 2. Counselor Intervention Possible Class Change Log in Aeries	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 3. Counselor Intervention Possible Class Change Log in Aeries	1-3 Day Suspension Counselor Intervention Possible Class Change Log in Aeries	3-5 Day Suspension Counselor Intervention Possible Class Change Log in Aeries	
<b>DESTRUCTION/DAMAGE OF SCHOOL OR PERSONAL PROPERTY</b>	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 2. Counselor Intervention Refer to MBPD Log in Aeries	1-3 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries	3-5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries	5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries	
<b>THEFT OF SCHOOL OR PERSONAL PROPERTY</b>	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 2. Counselor Intervention Refer to MBPD Log in Aeries	1-3 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries	3-5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries	5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries	
<b>UNSERVED DETENTION</b>	Double Detention Assigned Log in Aeries	Study Zone Log in Aeries	1-3 Day In-house Suspension Counselor Intervention Log in Aeries	3-5 Day In-house Suspension Counselor Intervention Log in Aeries	SCHOOL ADMINISTRATION DEFIANCE ED CODE 48900k
<b>UNSERVED STUDY ZONE</b>	Double Study Zone Assigned Log in Aeries	1-3 Day In-house Suspension Counselor Intervention Log in Aeries	3-5 Day In-house Suspension Counselor Intervention Log in Aeries	5 Day In-house Suspension Counselor Intervention Log in Aeries	SCHOOL ADMINISTRATION DEFIANCE ED CODE 48900k

## Mira Costa High School Discipline Matrix 2019-2020

OFFENSE	INTERVENTION LEVEL 1	INTERVENTION LEVEL 2	INTERVENTION LEVEL 3	INTERVENTION LEVEL 4	Ed Code
<b>LITTERING</b>	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 2. Counselor Intervention Log in Aeries	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 3. Counselor Intervention Log in Aeries	1-3 Day In-house Suspension Counselor Intervention Log in Aeries	3-5 Day In-house Suspension Counselor Intervention Log in Aeries	SCHOOL ADMINISTRATION DEFIANCE ED CODE 48900k
<b>DRESS CODE</b>	<a href="#">See District policies:</a> <a href="#">BP 5132 Dress Code</a> <a href="#">AR 5132 Dress Code</a>	If a teacher requests a student be removed for clothing concerns, this is considered a workplace-safety issue for the employee. The student will be removed from class for that period, and the parent will be notified. The student may be subject to disciplinary action in accordance with Board Policy.			SCHOOL ADMINISTRATION DEFIANCE ED CODE 48900k
<b>FORGERY</b>	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 2. Counselor Intervention Refer to MBPD for Diversion Program Log in Aeries	1-3 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries	3-5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries	5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries Refer to Principal for Expulsion Referral to Diversion program Report the incidences to colleges	
<b>UNACCEPTABLE BEHAVIOR - Misbehavior disruptive to the learning environment, not covered above.</b>	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 2. Counselor Intervention Log in Aeries	Administrative Means of Correction If deemed a danger to persons or the instructional process, the case will move to intervention level 3. Counselor Intervention Log in Aeries	1-3 Day Suspension Counselor Intervention Log in Aeries	3-5 Day Suspension Counselor Intervention Refer to MBPD Log in Aeries	
	Administrative Means of Correction:				
	Apology letter/reflective writing	MBPD referral	Schedule change		
	Arrest	Parent Conference	Sent home		
	Citation	Parent Contact by admin	Study Zone		
	Counseled	Parent Contact by teacher	Suspension from class		
	Detention	Parent notification	Truancy letter sent		
	Diversion Program	Principal referral	Warning		
	Impact	SARB referral			
	Loss of privilages	SART contract			

## **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:

Executive Director, Student Services  
Manhattan Beach Unified School District  
325 S. Peck Avenue  
Manhattan Beach, CA 90266  
(310) 318-7345 ext. 5913

To file a discrimination or sexual harassment complaint:

- Obtain a copy of the Uniform Complaint Form and Procedure Form from the school or the District office. Remedies available outside of the district are listed in this procedure.
- 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.



## ATHLETICS

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. Attend high school for no more than eight (8) semesters.
4. Not compete on any outside team in the same sport for the school season of the sport in which you participate.
5. Have not tried out for any professional or college team.
6. Obtain written permission from parent/guardian to compete and travel.
7. Pass a physical examination.
8. Show proof of accident insurance.
9. Maintain a 2.0 GPA for the preceding grading period and be making satisfactory progress toward graduation.
10. Maintain passing grades in at least four subjects (20 credits).
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 link.

# MIRA COSTA

## BELL SCHEDULES 2019-2020

### REGULAR SCHEDULE

Period 0	7:00	-	7:55
Period 1	8:00	-	8:56
Period 2 (Homeroom)	9:02	-	10:04
Snack	10:04	-	10:17
Period 3	10:23	-	11:19
Period 4	11:25	-	12:21
Lunch	12:21	-	12:51
Period 5	12:57	-	1:53
Period 6	1:59	-	2:55

### MINIMUM DAY SCHEDULE

9/6, 12/20, 6/8

Period 0	7:00	-	7:55
Period 1	8:00	-	8:36
Period 2	8:42	-	9:20
Period 3	9:26	-	10:02
Snack	10:02	-	10:15
Period 4	10:21	-	10:57
Period 5	11:03	-	11:39
Period 6	11:45	-	12:21

### LATE START

10/28, 12/16, 1/21, 3/23

\*Zero period does not meet.

Period 1	10:01	-	10:40
Period 2	10:46	-	11:25
Period 3	11:31	-	12:10
Lunch	12:10	-	12:40
Period 4	12:46	-	1:25
Period 5	1:31	-	2:10
Period 6	2:16	-	2:55

### RALLY/ASSEMBLY SCHEDULE

	Hall of Fame 10/11	Homecoming 10/23
Period 0	7:00 - 7:55	p. 0 7:00 - 7:55
Period 1	8:00 - 8:44	p. 1 8:00 - 8:35
Period 2	8:49 - 9:33	p. 2 8:41 - 9:16
Ass. 3A	9:41 - 10:41	H/C Rally 9:21 - 9:52
Snack	10:41 - 10:53	MOH 9:52 - 10:49
Ass. 3B	11:00 - 12:00	p.3 10:55 - 11:30
Lunch	12:00 - 12:30	Lunch 11:30 - 12:00
Period 4	12:35 - 1:18	p. 4 12:06 - 12:41
Period 5	1:23 - 2:07	AOH 12:41 - 1:38
Period 6	2:12 - 2:55	p. 5 1:44 - 2:19
		p. 6 2:05 - 2:55

### OFFICE HOURS SCHEDULE

8/28, 9/11, 9/18, 9/25, 10/2, 10/16, 10/23, 11/6, 11/13, 11/20, 12/4, 12/11, 1/8, 1/15, 1/29, 2/5, 2/12, 2/26, 3/4, 3/11, 3/18, 4/1, 4/15, 4/22, 4/29, 5/6, 5/13

Period 0	7:00	-	7:55
Period 1	8:00	-	8:40
Period 2	8:46	-	9:27
AM Office Hours	9:27	-	10:24
Period 3	10:30	-	11:10
Lunch	11:10	-	11:40
Period 4	11:46	-	12:26
PM Office Hours	12:26	-	1:23
Period 5	1:29	-	2:09
Period 6	2:15	-	2:55

### SEMESTER EXAMS SCHEDULE

12/17-19/19; 6/9-11/20

Period 0	TBA		
Exam #1	8:00	-	10:02
Snack	10:02	-	10:14
Exam #2	10:20	-	12:22

### DRILLS

All on Wednesdays. Check Event Calendar for Bell Schedules

09/18/19	2 <sup>nd</sup> period*
10/16/19	2 <sup>nd</sup> period*
11/06/19	2 <sup>nd</sup> period*
12/04/19	2 <sup>nd</sup> period*
1/29/19	2 <sup>nd</sup> period*
2/26/19	2 <sup>nd</sup> period*
3/25/19	5 <sup>th</sup> period
4/29/19	2 <sup>nd</sup> period*
5/13/19	2 <sup>nd</sup> period*

\*Office Hours Day

### STANDARDIZED TESTING DAY

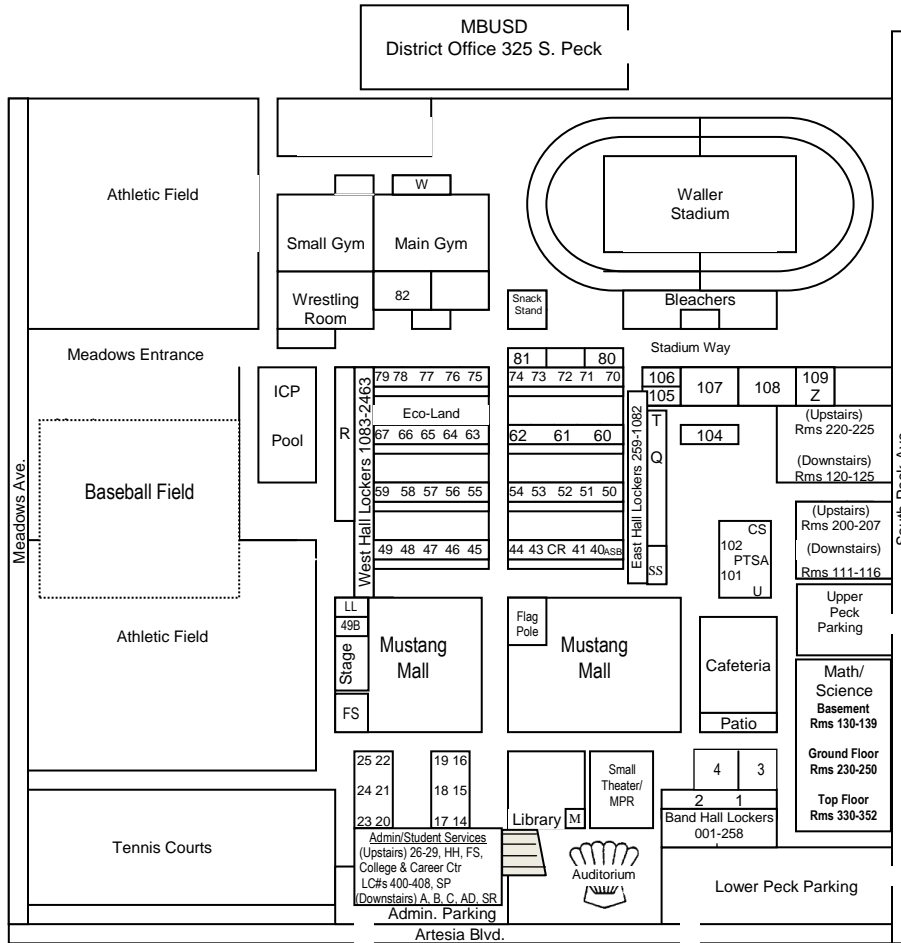
PSAT (10/30)

\*Zero period does not meet.

#### PSAT Testing

10/30	
Testing	
Nut.	10:20 - 10:35
Pd 1	10:41 - 11:13
Pd 2	11:19 - 11:53
Pd 3	11:59 - 12:31
Lunch	12:31 - 1:01
Pd 4	1:07 - 1:39
Pd 5	1:45 - 2:17
Pd 6	2:23 - 2:55

# Mira Costa Campus Map



08/2018

- |           |                               |             |   |
|-----------|-------------------------------|-------------|---|
| <b>A</b>  | <b>Administration Offices</b> | <b>ASB</b>  | <b>Associated Student Body (40)</b>     |
| <b>B</b>  | <b>Attendance Office</b>      | <b>CR</b>   | <b>Copy Room (42)</b>                   |
| <b>C</b>  | <b>Guidance Offices</b>       | <b>CS</b>   | <b>Campus Security</b>                  |
| <b>M</b>  | <b>Textbook Room</b>          | <b>FS</b>   | <b>Food Services</b>                    |
| <b>Q</b>  | <b>Boiler Room</b>            | <b>HH</b>   | <b>Health Office</b>                    |
| <b>R</b>  | <b>Pool Lockers/Restrooms</b> | <b>ICP</b>  | <b>Incident Command Post</b>            |
| <b>S</b>  | <b>Storage</b>                | <b>LC</b>   | <b>Learning Center</b>                  |
| <b>T</b>  | <b>Transformer Room</b>       | <b>LL</b>   | <b>Language Lab (49A)</b>               |
| <b>U</b>  | <b>Adult School</b>           | <b>PTSA</b> | <b>PTSA Office</b>                      |
| <b>W</b>  | <b>Weight Room</b>            | <b>SP</b>   | <b>School Psychologists</b>             |
| <b>Z</b>  | <b>Maintenance Office</b>     | <b>SR</b>   | <b>School Resource Officer</b>          |
| <b>AD</b> | <b>Athletic Director</b>      | <b>SS</b>   | <b>Student Store/ASB Finance Office</b> |