

**2018-2019**

**Student & Parent Handbook**

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# Contacts

## MIRA MESA HIGH SCHOOL DIRECTORY

PHONE: (858) 566-2262

FAX: (858) 549-9541

### KEY CONTACT EXTENSIONS:

ASB (Room 412)	4412
Air Force JROTC	4410
Athletic Director – Ron Lardizabal	2203
Attendance: Message to Report an Absence	2206
Attendance: A to L	2268
Attendance: M to Z	2269
Cafeteria	2252
Counseling Office	2211
Dean of Students – Ron Lardizabal	2203
Finance Office	2231
Health Office	2208
Main Office	2213
Media Center/Library	2230
Operations Specialist (Facility Manager)	2250
Principal's Assistant	2201
Registrar	2216
School Police	2202
VP: Sharon Rubalcava A- L	2116
VP: Erik Sullivan M - Z	2204

## Mira Mesa High School 2018-2019 Marauder Minutes

Regular Day <span style="float: right;">(1)</span>	Modified Mondays <span style="float: right;">(2)</span>																																																																				
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<p><b>2018-19 Holidays &amp; Important Dates</b></p> <p>August 27 ..... Classes Begin          Sept 3 ..... Labor Day          Sept 26 ..... Fall Open House          Oct 5 ..... Homecoming          Nov 12 ..... Veteran's Day Observed          Nov 19 - Nov 23 ..... Thanksgiving Break          Dec 24 - Jan 4 ..... Winter Break          Jan 21 ..... Martin Luther King Day          Jan 28 ..... Second Semester Begins          Feb 15 ..... Lincoln Day          Feb 18 ..... Washington Day          Mar 25 - Mar 29 ..... Spring Break          May 24 ..... Non Instructional Day          May 27 ..... Memorial Day Observed          June 11 ..... Last Day of Student Attendance</p>	<p style="text-align: center;"><b>Grade Reports</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr><th style="text-align: left;">Grade Period Ends (# wks)</th><th style="text-align: left;">Grades Due</th><th style="text-align: left;">Report Distribution</th></tr> <tr><td>(Fri)</td><td>(Mon)</td><td>(Thur)</td></tr> </thead> <tbody> <tr><td>Oct 12 (7)</td><td>Oct 15</td><td>Oct 18</td></tr> <tr><td>Nov 30 (6)</td><td>Dec 3</td><td>Dec 6</td></tr> <tr><td>Jan 25 (6)</td><td>Jan 28</td><td>Jan 31*</td></tr> <tr><td>Mar 15 (7)</td><td>Mar 18</td><td>Mar 21</td></tr> <tr><td>May 3 (6)</td><td>May 6</td><td>May 9</td></tr> <tr><td>June 11 (6)</td><td>June 12</td><td>N/A*</td></tr> </tbody> </table> <p style="font-size: x-small; margin-top: 5px;">* Semester report cards are printed by the district office and mailed to parent/guardian.</p>	Grade Period Ends (# wks)	Grades Due	Report Distribution	(Fri)	(Mon)	(Thur)	Oct 12 (7)	Oct 15	Oct 18	Nov 30 (6)	Dec 3	Dec 6	Jan 25 (6)	Jan 28	Jan 31*	Mar 15 (7)	Mar 18	Mar 21	May 3 (6)	May 6	May 9	June 11 (6)	June 12	N/A*	<p style="text-align: center;"><b>2018-2019 Meetings</b></p> <p><u>Department Meetings @ 1:30PM:</u> 8/23, 9/24, 10/15, 11/26, 1/28, 2/25, 3/18, 4/15</p> <p><u>ILT Meetings @ 2:30PM:</u> 9/10, 10/8, 11/5, 12/10, 1/14, 2/11, 3/11, 4/8</p> <p><u>Staff/WASC Meetings @ 1:30PM:</u> 10/1, 11/5, 12/3, 1/7, 2/4, 3/4, 5/6, 6/3</p> <p><u>SGT Meetings @ 2:30PM:</u> 9/11, 10/9, 11/13, 12/11, 1/15, 2/12, 3/12, 4/9, 5/14</p>
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**ATTENDANCE REGULATIONS:**

*Attendance Office: (858) 566-2262*

*Extension 2206 (message line only to report absences)*

*Extension 2268 (last names A-L), Extension 2269 (last names M-Z)*

It is the student's responsibility to clear absences in the Main Office with the attendance secretaries. Absences can be cleared as follows:

- Handwritten notes from parent/guardian can be dropped off at the Attendance Office before the school day begins once student returns to school.
- Parent/guardian can leave a message at Extension 2206 reporting the absence.

Note:

- After 72 hours, absences will no longer be cleared (even with notes) and will have to be made up in detention or Saturday School /M6.
- Absences for serious illness will require a doctor's note clearing students to return to class.
- PowerSchool auto-dialer messages will go home each day reporting any absences.
- Attendance codes are explained in detail in the district's [Facts for Parents](#).

**EXCESSIVE ABSENCES DUE TO ILLNESS:**

If a student misses any five school days in a four-week period due to illness, a written verification of illness must be provided by a doctor or dentist. If the student has an underlying health condition, the nurse needs to be notified to assist the parent with meeting the student's needs at school. The nurse is available in the Health Office located in the Main Office building.

**HEALTH OFFICE:** (858) 566-2262, Extension 2208

If a student becomes ill during the school day, he/she must obtain a pass from the teacher and go directly to the Health Office located in the Main Office building between 7:00 AM and 3:00 PM. Students are not to call or text their parent from any campus location including the classroom or restroom.

If a student has a medical condition that requires support from the school, the nurse needs to be notified so accommodations can be made. Students cannot carry medication on them. All medication (except asthma inhalers) must be left in the Health Office. Please stop by the Health Office to pick up a physician's medication form/asthma action form.

**OBTAINING PERMISSION TO LEAVE CAMPUS:**

A blue slip is required to leave the school grounds at any time during the school day. Students must bring a note to the Attendance Office before school on the morning of the appointment to obtain a blue slip. Routine medical and dental appointments should be made after school hours.

**OUT OF CLASS PASSES:**

1. If a student is out of class without a pass he/she may be considered truant and will be disciplined accordingly.
2. Every teacher has a clipboard bathroom pass. Students leaving the classroom must carry the pass with the teacher's permission. One student at a time is to be out of class with the clipboard pass.
3. Students summoned by the office can leave class with the attendance, counseling, or administrative pass sent to the student.

4. Students going to the Health Office or Library for extended periods of time have a separate pass since, depending on their circumstances, students may not be returning to the class.

**CHANGE OF INFORMATION:**

If your last name, street address, telephone number, email, or parent/guardian changes at any time during the school year, please notify the attendance clerks immediately.

**STUDENT MESSAGES AND DELIVERIES:**

Messages of a non-emergency nature (i.e. running late, no ride, etc.) or deliveries (i.e. balloons, flowers, lunches, phones, etc.) will not be delivered to students. Food deliveries (including fast food) from parents, friends, and families, even at lunch, are not permitted.

**PARENT COMMUNICATION:**

PowerSchool provides access for parents and students to view student attendance, grades, and schedules. If a student is new, or has lost their login information, they need to see Shirley Lemmon ext 2181 (located in the Counseling Office) for access.

**TARDY POLICY:**

Students with un-cleared tardies may not be allowed to participate in specific activities, i.e. dances, senior activities, etc. Students will have citizenship grades lowered due to excessive tardiness. Each teacher will post online and/or provide students a copy of their course syllabus which reviews classroom expectations, citizenship rubric, and course requirements.

The Attendance Office will not accept parents' excuses for tardiness other than those of a medical or legal reason. Oversleeping, transportation problems, or personal excuses cannot be accepted. Students arriving late to school should report immediately to the Attendance Office to sign in.

**TRUANCY POLICY:**

Leaving school grounds without a blue slip is a truancy which cannot be cleared. Student access to the parking lot is limited to before and after school. Going to the parking lot during school hours is considered truancy. Multiple period and/or all day unexcused absences will result in assigning Saturday School/M6 by the Counselor, Dean of Students, Vice Principal, or Principal. Students with un-cleared absences may be unable to participate in specified school activities for the semester in which they occur.

**DETENTION:**

Teachers assign and record detention for tardy and/or discipline problems in a class. When tardiness becomes excessive (4 or more in a six-week grading period), teachers will write a referral and alert the student's counselor, the Dean of Students and the student's Vice Principal progressively.

Tardy	Warning	Detention Assigned	Teacher Calls Parent	Referral to Counselor	Referral to Dean of Students	Referral to VP	Highest Possible Citizenship Grade
1	✓						
2		✓	✓				G
3		✓	✓				S
4			✓	✓			N
5			✓		✓		U
6			✓			✓	U

**Citizenship Rubric:**

There are various rubrics that are available to the teachers, and the rubric the teacher has selected will be represented in his/her syllabus. If the teacher has not selected a rubric from the following three, they must create their own and have the rubric approved by administration. Once again, the rubric that was chosen by the teacher can be found in the course syllabus. The three rubrics that a teacher may select are the following:

**Option A:**

<b>Citizenship</b>	<b>Attendance</b> (Absences must be excused within 72 hours)
<b>E = Excellent</b>	<ul style="list-style-type: none"> <li>● 1 or fewer uncleared tardies</li> <li>AND</li> <li>● No unexcused absences</li> </ul>
<b>G = Good</b>	<ul style="list-style-type: none"> <li>● 2 or fewer uncleared tardies</li> <li>AND/OR</li> <li>● No unexcused absences</li> </ul>
<b>S = Satisfactory</b>	<ul style="list-style-type: none"> <li>● 3 or fewer uncleared tardies</li> <li>AND/OR</li> <li>● 1 unexcused absence</li> </ul>
<b>N = Needs Improvement</b>	<ul style="list-style-type: none"> <li>● 4 or fewer uncleared tardies</li> <li>AND/OR</li> <li>● 2 unexcused absence</li> </ul>
<b>U = Unsatisfactory</b>	<ul style="list-style-type: none"> <li>● 5 or more uncleared tardies</li> <li>AND/OR</li> <li>● 3 or more unexcused absences</li> </ul>

## Option B:

Citizenship	Behavior
<b>E = Excellent</b>	The student <i>almost always</i> : <ul style="list-style-type: none"> <li>● Participates in learning.</li> <li>● Follows classroom rules.</li> <li>● Displays on-task behaviors.</li> <li>● Is respectful to others.</li> </ul>
<b>G = Good</b>	The student <i>usually</i> : <ul style="list-style-type: none"> <li>● Participates in learning.</li> <li>● Follows classroom rules.</li> <li>● Displays on-task behaviors.</li> <li>● Is respectful to others.</li> </ul>
<b>S = Satisfactory</b>	The student <i>sometimes</i> : <ul style="list-style-type: none"> <li>● Participates in learning.</li> <li>● Follows classroom rules.</li> <li>● Displays on-task behaviors.</li> <li>● Is respectful to others.</li> </ul>
<b>N = Needs Improvement</b>	The student <i>rarely</i> : <ul style="list-style-type: none"> <li>● Participates in learning.</li> <li>● Follows classroom rules.</li> <li>● Displays on-task behaviors.</li> <li>● Is respectful to others.</li> </ul>
<b>U = Unsatisfactory</b>	The student <i>almost never</i> : <ul style="list-style-type: none"> <li>● Participates in learning.</li> <li>● Follows classroom rules.</li> <li>● Displays on-task behaviors.</li> <li>● Is respectful to others.</li> </ul>



## Option C:

<b>Citizenship</b>	<b>Attendance</b> (Absences must be excused within 72 hours)	<b>Behavior</b>
<b>E = Excellent</b>	<ul style="list-style-type: none"> <li>• 1 or fewer un-cleared tardies</li> <li>AND</li> <li>• No unexcused absences</li> </ul>	<p>The student <i>almost always</i>:</p> <ul style="list-style-type: none"> <li>• Participates in learning.</li> <li>• Follows classroom rules. 🗑️</li> <li>Displays on task behavior</li> <li>🗑️ Is respectful to others.</li> </ul>
<b>G = Good</b>	<ul style="list-style-type: none"> <li>• 2 or fewer un-cleared tardies</li> <li>AND/OR</li> <li>• No unexcused absences</li> </ul>	<p>The student <i>usually</i>:</p> <ul style="list-style-type: none"> <li>• Participates in learning.</li> <li>• Follows classroom rules.</li> <li>• Displays on-task behaviors.</li> <li>• Is respectful to others.</li> </ul>
<b>S = Satisfactory</b>	<ul style="list-style-type: none"> <li>• 3 or fewer un-cleared tardies</li> <li>AND/OR</li> <li>• 1 unexcused absence</li> </ul>	<p>The student <i>sometimes</i>:</p> <ul style="list-style-type: none"> <li>• Participates in learning.</li> <li>• Follows classroom rules.</li> <li>• Displays on-task behaviors.</li> <li>• Is respectful to others.</li> </ul>
<b>N = Needs Improvement</b>	<ul style="list-style-type: none"> <li>• 4 or fewer un-cleared tardies</li> <li>AND/OR</li> <li>• 2 unexcused absence</li> </ul>	<p>The student <i>rarely</i>:</p> <ul style="list-style-type: none"> <li>• Participates in learning.</li> <li>• Follows classroom rules.</li> <li>• Displays on-task behaviors.</li> <li>• Is respectful to others.</li> </ul>
<b>U = Unsatisfactory</b>	<ul style="list-style-type: none"> <li>• 5 or more un-cleared tardies</li> <li>AND/OR</li> <li>• 3 or more unexcused absences</li> </ul>	<p>The student <i>almost never</i>:</p> <ul style="list-style-type: none"> <li>• Participates in learning.</li> <li>• Follows classroom rules.</li> <li>• Displays on-task behaviors.</li> <li>• Is respectful to others.</li> </ul>

**M6 formally known as Saturday School:**

Students may be assigned M6 for not attending assigned detentions, for earning a referral, for discipline reasons, or for being caught off campus (truancy). If a student does not serve a Saturday School when assigned, the student will be referred to the Dean of Students for a parent conference and further disciplinary action including possible suspension.

**In order to receive credit for attending M6 the following conditions must be met:**

1. Students must report ontime at 7:55 a.m. for Saturday School with school work or a book to read. **Please check the [online calendar](#) to view current M6 dates.**
2. No commitments should prevent attendance unless cleared by the Dean of Students or Vice Principal.
3. Parents must notify the school if illness prevented the student from attending. In such cases the Saturday School will be rescheduled once.
4. Students must exhibit good behavior while attending Saturday School.
5. Students must follow the supervising teacher's instructions.

**M6 TUTORIAL:**

All students may sign up for M6 Tutorial. During M6 Tutorial teachers are available to help any student.

**DISCIPLINE POLICY:**

A positive approach to discipline is desirable. An attempt should be made to counsel and guide students to develop self-control and concern for the rights and privileges of others. The discipline policy goal is to help young people develop responsible and effective social behavior.

**DETENTION** may be assigned for:

- tardiness
- period truancy
- misbehavior in class
- violation of general school rules

**M6** may be assigned for:

- tardiness
- failure to attend assigned detention
- misbehavior in class
- violation of school rules
- excessive tardies and trancies

**SUSPENSION** from school may occur as a result of:

- failure to attend M6
- habitual trancies

- severe disruption or defiance
- fighting (also: coercing, supporting, staying in the vicinity, running to, and/or watching a fight)
- bullying, including electronic acts (texting, email, twitter, Facebook, Instagram, etc.)
- possession or use of controlled substances (including tobacco, vaporizers and e-cigarettes)
- profanity
- vandalism
- theft
- hate violence
- sexual harassment or intimidation

**EXPULSION** from school may occur as a result of:

- violent acts and/or repeated fighting
- sales and/or use of narcotics
- possession and/or use of weapons

**VANDALISM:**

State law provides for the suspension or expulsion of any student who willfully cuts, defaces, or otherwise damages real or personal property belonging to a school district, and under normal circumstances, holds the parent or guardian liable for such damages. Students who are found to be carrying, or have in their possession, **marking pens or any marking devices** will be subject to disciplinary actions.

**SCHOOL AND STUDENT SERVICES:**

**FINANCE OFFICE:** (858) 566-2262, Extension 2231

Located on the outside of the Media Center, the Finance Office is open to students before school, during lunch, and after school. A student ID is required for all transactions.

**ASB CARD:**

This card is \$20.00, and can be purchased in the finance office. The ASB card includes a free planner, and affords reduced prices including but not limited to yearbooks, PE clothes, parking permits, most sporting events, and dances. If purchased in September, students could save over \$100.00 throughout the school year. Purchasing an ASB card helps support many clubs, athletic teams, and school events.

**FUNDRAISERS:**

All fundraisers are illegal and prohibited unless approved by the ASB. Contact the ASB for more information.

**ID CARDS:**

ID cards are issued free of charge within one month of enrolling at MMHS. After this grace period a \$5.00 fee will be attached. A \$5.00 fee will also be charged for any subsequent cards issued, whether

lost or stolen. Every student must have an ID card in their possession while on campus or while attending school functions. Replacement ID cards can be obtained in the counseling center. ID cards are required to check out textbooks and library books, get food at the cafeteria, attend dances, pick up dance pictures, and make purchases at the Finance Office. On occasion, students may be asked to show their ID card to a staff member. Failure to do so may result in disciplinary action.

### **Need an ID Card?**

- New students will be routed to Shirley Lemmon when enrolling, for an ID Card.
- Loss/Stolen card: First you see the Finance Office, pay \$5, and then take your receipt to Shirley Lemmon (Counseling Office) to get replacement ID taken.

### **STUDENT STORE (also known as the Marauder Market):** *(858) 566-2262, Extension 4202*

The Marauder Market, located in Room 202, is open only during lunch and sells drinks, food, selected Marauder gear, and PE clothes. PE clothes are purchased at the Finance Office and picked up at the Marauder Market with a school ID and receipt from the Finance Office.

### **FOOD SERVICES:** *School Cafeteria: (858) 566-2262, Extension 2252*

1. Breakfast is served Monday-Friday in the Campus Café from **7:00- 7:25 AM**
2. Lunch is served from **11:07-11:37** on Modified Mondays and **11:47 AM- 12:19 PM** on regular school days. Students may purchase hot or cold lunches in the Campus Cafe or from carts located around campus.
3. Students may not leave campus during lunch, may not order food from an off-campus restaurant for delivery, and may not have food delivered by family or friends.
4. Vending machines are not to be used during class time. They are a convenience provided to students for use at lunch and during after school activities.
5. Applications for free and reduced meals must be completed annually. The meal applications are sent home the first week of school but continue to be available in the main office year round for families who have changes or need to update financial information. Prior year status expires in October of every school year.
6. For more information or payment options, see the Parent page on the district website at [sandi.net](http://sandi.net).

### **TRANSPORTATION SERVICES:** *Transportation Secretary: (858) 566-2262, Extension 2240*

1. Only students with Moderate-Severe disabilities are provided transportation by the district. Aforementioned students may apply for transportation through the transportation secretary or Special Education Case Manager.
2. For more information on transportation including late bus status, go to: <http://transportation.sandi.net/>

**LIBRARY MEDIA CENTER INFORMATION:**

*Library Clerk : (858) 566-2262, Extension 2230*

*Hours:10:00 - 1:30 p.m. Monday to Friday*

*(closed during testing and for staff development on minimum days)*

**LIBRARY PROCEDURES:**

1. Books are checked out for TWO WEEKS and may be renewed if necessary.
2. Students must pay for lost, damaged, or stolen materials.
3. Students must show their current school ID card to check out library materials or clear indebtedness.
4. Students must follow all rules as posted in the Library Media Center and computer lab.
5. Students must have a library pass to enter during class time.

**TEXTBOOK PROCEDURES:**

1. Textbooks are issued to all students during fall registrations.
2. Students are financially responsible for all textbooks or calculators checked out to them and are expected to pay for any lost, damaged, or stolen books or calculators. Items missing both 14-digit barcodes will be retained by the library, but the item will not be removed from the student's record.
3. Students must show their current school ID card to check out textbooks.
4. Textbooks are not to be left or stored in classrooms.

**LOST TEXTBOOKS OR LIBRARY BOOKS:**

- 1 Students are responsible for all materials checked out to them.
2. All lost, damaged, or stolen books must be paid for. Refunds will be issued if lost books are found within one year.
3. Students with library, textbook, or any other indebtedness will not be issued library books and may not be able to purchase dance tickets, receive yearbooks, or participate in extracurricular activities.

**COUNSELING DEPARTMENT:**

*Counseling Office: (858) 566-2262, Extension 2211*

*Hours: 7:15 AM – 3:00 PM*

The San Diego Unified School District's Counseling and Guidance Program supports teaching and learning by assuring that all students achieve academic success and develop life skills through the acquisition of academic, career, and personal/social competencies, which will prepare them for meaningful participation in a diverse, changing world.

**STEPS TO SEE A COUNSELOR:**

1. Student fills out a "Request to See Your Counselor" form.
2. Student will be called into the Counseling Office as soon as possible.
3. Student must sign "in" and "out" at the Counseling Office.
4. Counselors are available before and after school.

**CLASS CHANGE POLICY:**

If students feel they are in an incorrect course level, changes must be made prior to the first day of school. No student-initiated program/level changes will be made after this date.

**COUNSELOR AVAILABILITY:**

Counselors are available for STUDENTS on a drop-in basis before school and after school. If a student would like to make an appointment with a counselor during class time they may do so through the "request to see counselor forms" located on counseling front counter. PARENTS may make an appointment to see their counselor by contacting student's individual counselor by phone or email. We would prefer that your student attend the appointment with you, however, we realize there may be times when you want to meet with us privately.

**GRADE QUESTIONS OR CONCERNS:**

The classroom teacher should always be your primary point of contact at MMHS with regard to your student's grade.

A student struggling to understand concepts should check with their teachers to see when they offer tutoring. The teacher is the main person who sees the student engaged in the subject matter on a daily basis. Teachers are adept at advising students how to improve performance in class.

Additionally, families have access to assignments/test scores, grade and attendance information online through PowerSchool, the student information system. See Shirley Lemmon to obtain your access codes.

## GRADUATION INFORMATION

### CREDITS:

To earn a diploma, students must complete a minimum of 44 semester credits. Students are expected to meet California standards in English, mathematics, science, history/social science, fine and practical arts, and physical education, as well as the [UC/CSU "A-G" course requirements](#).

To get a complete list of required courses for graduation, please reference the SDUSD website at: <https://www.sandiegounified.org/credit-requirements-2016-and-beyond>

### GRADE POINT AVERAGE (GPA):

An overall 9<sup>th</sup> – 12<sup>th</sup> grade GPA of 2.0 or higher is required to graduate. The GPA is computed on the basis of: A=4, B=3, C=2, D=1, F=0.

A GPA of 2.0 in both scholarship and citizenship is required for participation in many extracurricular activities, including interscholastic athletics.

### WEIGHTED GRADE POINT AVERAGE:

Only Advanced Placement and some honors courses will be given a weighted GPA for high school graduation (i.e. A=5). AP students are no longer required to take the AP exam to receive a weighted grade.

### DIPLOMA WITH ACADEMIC DISTINCTION:

**Option 1:** Student must earn a GPA of 3.5 or higher for all courses taken in grades 10, 11, and the first semester of grade 12.

**Option 2:** Student must meet the following three requirements:

1. Grades 9-12: 2 years of Science and Foreign Language. Requirements may be met prior to grade 9 if courses are equivalent to those offered in grades 9-12.
2. Grades 10-12: 14 semester credits with grades A or B in specific selected courses.
3. Four of the required 14 semester credits must be earned in grade 12.

**If you have any questions, or for a list of selected courses, please see the Registrar.**

The Board of Education awards high school diplomas inscribed "With Academic Distinction" to students whose achievements have been outstanding. Only those students who have attended a district high school for their entire senior year and met all other requirements are eligible for this diploma.

Students who have attended high schools in other school districts for all or part of grades 10 and 11 may qualify for this recognition if their academic performance in the San Diego Unified School District merits consideration. The high school principal is responsible for evaluating courses taken outside the district. To check eligibility and requirements for this diploma, please reference <https://www.classic.sandi.net/DAR/CourseOfStudy/StateMandates/DiplomawAD.asp>

### **Advanced Placement (AP) Diploma**

After meeting the requirements of SDUSD and the AP Capstone program students are awarded the College Board's Advanced Placement Diploma. In order to receive a diploma, AP Capstone requires all students receive passing scores in year-one (AP Seminar), year-two (AP Research), and to have passed four additional AP tests with a three or better.

### **Seal of Biliteracy**

The High School Seal of Biliteracy is awarded upon attainment of a high level of proficiency in two or more languages. The Seal of Biliteracy highlights individuals with multilingual and multicultural competence to potential employers and provides universities with a method of identifying and giving credit to applicants with high levels of proficiency in a second language. To see eligibility requirements, please visit:

[http://sealofbiliteracy.org/sites/default/files/resource\\_docs/San%20Diego%20HighSchoolSealofBiliteracyApril13\\_0.pdf](http://sealofbiliteracy.org/sites/default/files/resource_docs/San%20Diego%20HighSchoolSealofBiliteracyApril13_0.pdf)

**REGISTRAR:** (858) 566-2262, Extension 2216

The Registrar is located in the Counseling Office. The Registrar maintains students' records of grades, credits, class standing, GPA, and sends transcripts to colleges (upon official request).

### **COMMUNITY SERVICE:**

Community service requirements for college admissions should be carefully reviewed. While it is not a requirement for high school graduation, it is strongly recommended for acceptance into many colleges and universities.

### **CITIZENSHIP:**

Every student is expected to follow the MMHS citizenship policy. Citizenship grades are issued every 6 weeks and start fresh at the beginning of every grading period. The maximum possible citizenship grade will be determined by attendance. The following four criteria are used to determine whether or not the citizenship grade will be further reduced: participates in learning, follows classroom rules, displays ontask behaviors, and is respectful of others. The Citizenship Grading Rubric is in all teacher syllabi. To calculate the 6 week citizenship average use E=4.0, G=3.0, S=2.0, N=1.0 and U=0.0 points.

### **PARTICIPATION EXTRACURRICULAR ACTIVITIES (ASB, ATHLETICS, CHEER, CLUBS, VAPA, etc.):**

#### **ELIGIBILITY REQUIREMENTS:**

In order to participate in extracurricular activities such as athletics, drama, band, cheerleading, and other competitions, students must meet qualifications for eligibility as stated below. NOTE: Event and activity sponsors/advisors may enforce other criteria which will be indicated in their specific activity forms (i.e. ASB positions, athletic teams, Powder Puff, etc.).

1. To be eligible for participation, a student must have a 2.0 scholastic GPA and a 2.0 citizenship average. Students not meeting this requirement will be ineligible for the period following the report.

Students become eligible or ineligible the Monday following report cards being delivered.



- Students who fail courses in 2<sup>nd</sup> semester may have the opportunity to make up the course in summer school (if courses and/or summer school are offered). First semester credits completed in summer school will not be applied for GPA eligibility.
- Excessive absences, tardies, or trancies may disqualify a student from participation in any extracurricular activity.

### CLUBS AND TEAMS:

There are over 80 active clubs at Mira Mesa High School. Anyone wishing to learn more about a club may check with the faculty sponsor of the club or the ASB Advisor. If a student wishes to form a new club, go to the ASB Room at lunch. The previous school year's club list, and the current club list are available in the ASB Room. Participation on an athletic team or Powder Puff team requires completion of Athletic Packet. These are available in the nurse's office or download the form from the school website under 'athletics'.

### DANCE POLICY: (Dance Policy may be altered for the Senior Prom.)

To be eligible to attend a school dance and receive a dance permission form, all students must have:

- A 2.0 citizenship GPA on most recent progress report card.
- Cleared any indebtedness.
- Cleared all attendance issues.
- No suspensions since the last dance.

Students must leave campus within 30 minutes of the end of the dance.

### GRADUATION REQUIREMENTS:

To earn a diploma, students must:	To walk in the graduation ceremony, students must:	To attend prom and senior breakfast, students must :
<ul style="list-style-type: none"> <li>✓ Earn 44 credits in required UC a-g courses</li> <li>✓ Maintain an overall academic GPA of 2.0 or higher</li> <li>✓ Complete all on-line courses by June , 2019</li> <li>✓ Complete the Senior Survey</li> <li>✓ Grades, diplomas, or transcripts may be withheld in lieu of debts/fees owed.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Meet the expectations for a diploma or a Letter of Recognition</li> <li>✓ Clear Semester II attendance (absences and tardies) by May 28, 2018</li> <li>✓ Have no attendance issues after May 2019</li> <li>✓ Maintain an overall citizenship GPA of 2.0 or higher</li> <li>✓ No suspensions in Semester II</li> <li>✓ No 5-day suspensions during Semester I, Semester II or summer</li> <li>✓ No involvement in senior pranks</li> <li>✓ All debts paid/books returned</li> <li>✓ Return the Senior Affidavit</li> <li>✓ Be a Senior in good standing</li> </ul>	<ul style="list-style-type: none"> <li>✓ Clear Semester II attendance May, 2019</li> <li>✓ Have no attendance issues after May,2019</li> <li>✓ Maintain an overall citizenship GPA of 2.0 or higher</li> <li>✓ No suspensions in Semester II</li> <li>✓ No 5-day suspensions during Semester I, Semester II or summer</li> <li>✓ No involvement in senior pranks</li> <li>✓ All debts paid/books returned</li> <li>✓ Be a Senior in good standing</li> </ul>

## **CAMPUS INFORMATION & REGULATIONS**

### **STUDENT BULLETIN:**

Announcements will be shared live via the Marauder 5 news show which airs the last 5 minutes of 4<sup>th</sup> period each day on channel 5.

**Fees:** Fees will not be charged for participation in extra-curricular or co-curricular activities. For more information on fees please reference the district website through the link below.

<https://www.sandiegounified.org/student-fees-donations-and-fundraising-guidelines>

### **SIGNS AND POSTERS:**

All posters/announcements to be displayed or distributed at Mira Mesa High School must first be approved and stamped by the ASB Advisor or the Administration. An indication of that approval must be displayed on the poster/ announcement, and can only be received from the ASB. For details on acceptable publications, contact the ASB.

### **LOST AND FOUND:**

Lost and found containers are located outside the Custodial Office.

### **PARENT/GUARDIAN VISITS TO CLASSROOMS:**

1. All parents/guardians **must** report to the Main Office, sign in, and obtain a visitor's pass.
2. We ask that appointments to see a teacher or to visit a classroom be made 24 hours in advance.
3. Administration may refuse a visitor's pass if it is in the best interest of the students to do so.
4. Any person on school grounds without permission is trespassing and is subject to arrest by the police.

### **SCHOOL AND PERSONAL PROPERTY:**

1. Students are responsible for the proper care of all books, supplies, furnishings, and equipment supplied by the school.
2. The school is not responsible for items brought to school which are lost or stolen.
3. All bikes must be locked up in the approved bike storage area from 7:25 – 2:25. Any bike left unattended outside of this area will be impounded by School Police.

### **PARKING:**

Students may park in either of the two paved lots at the school with a parking permit. The cost is \$10.00 with an ASB card (\$15.00 without). Print a parking permit application from the school website. Bring the application with copies of your license, vehicle registration, and proof of insurance to the Finance Office to obtain a permit. Students park in school lots *at their own risk*. The school is not liable for theft, lost items, etc. Access to the parking lot is limited to before and after school.

### **DRESS CODE:**

Students are expected to wear appropriate clothing appropriate to a professional learning environment.. If clothing is disruptive to the education process, the student will be asked to change

that item. While it is not possible to list every item that violates our dress code, the following will provide a general guideline of apparel and accessories not allowed on campus.

#### **APPAREL AND ACCESSORIES NOT ALLOWED ON CAMPUS:**

1. Apparel that promotes/incentivizes words of profanity, obscenity, gang, sex, violence, drugs, alcohol, fighting words, inappropriate speech or tobacco.
2. Apparel that are strapless, see-through, bare midriff and inappropriate for a professional learning environment (for example: too tight, too short, too low)
3. Undergarments are not to be worn as outer garments.
4. Baggy or low crotch pants.
5. Apparel or items that are offensive because they cause disruption in the classroom or on campus.
6. Bare feet or soleless shoes. For foot protection, students should wear shoes that have material covering their foot.

#### **HEADWEAR:**

Students are permitted to wear headwear on the MMHS campus. Each staff member has the right to set their own classroom policy regarding headwear which will be supported by administration. Students should follow the procedure outlined in each teacher's course syllabus pertaining to headwear in the classroom. Staff/Administration has the right to confiscate any headwear they deem to be inappropriate. **Administration reserves the right to revoke this privilege** and return to the former ban on headwear if it is deemed that campus issues arise due to this new policy.

#### **SKATEBOARDS, SCOOTERS, BIKES, ROLLER BLADES, ETC:**

The use or riding of skateboards, scooters, bikes, or roller blades is strictly prohibited on campus and will not be allowed. Violation of this rule will result in confiscation of the object and appropriate disciplinary action. However, students may carry skateboards at school until such time that possession of these items becomes a problem. Bikes must be locked in the bike racks located between bungalows 5 & 6.

#### **ELECTRONIC DEVICES:**

Students may possess cell phones and other electronic devices on campus, at school-sponsored activities, and while under the supervision and control of school district employees. Students may use such devices on campus:

- Before school begins
- During the lunch period
- After school ends
- With permission from a teacher during the teacher's specific instructional time

Otherwise electronic devices shall be kept turned off and put away out of sight. Inappropriate or unauthorized use will lead to a school official confiscating the device(s).

- Confiscated devices will only be returned to a parent or guardian.
- The school is not responsible for lost or stolen electronic devices.
- The school will not authorize time for personnel to search for lost or stolen items.

## EMERGENCY PROCEDURES

### **EVACUATION:**

Drills are conducted periodically throughout the school year. Students shall move quickly and in an orderly manner to the designated area indicated on a map in each room. Teachers shall accompany their classes to the stations designated, maintain discipline, and be responsible for an orderly and well conducted drill.

### **RELEASE OF STUDENTS:**

In the event of an earthquake or other serious disaster, students must be excused by school personnel. Parents will be directed to a safe, designated area to pick up students.

### **TELEPHONES:**

Telephones throughout the buildings are for school business only. In emergency or approved situations, students may request the use of a telephone in the Main Office.

### **EMERGENCY BELLS:**

#### **FIRE Notification Method is:**

Automatic series of short, intermittent bells ring

**Evacuate** the building immediately and proceed to the Emergency Evacuation Area.

#### **EARTHQUAKE Notification Method is:**

School PA will announce if drill only or the ground is shaking.

Duck and cover until all clear bell rings or ground stops shaking

Evacuate the building and report to the Emergency Evacuation Area.

#### **LOCKDOWN Notification Method is:**

One long sustained bell and then a PA Announcement that instructs a lock down.

Stay inside, lock doors and cover windows.

**DO NOT** open the door for anyone.

Evacuation will be done by SDPD or SWAT.

#### **SHELTER-IN-PLACE Notification Method is: PA Announcement.**

Stay inside - wait for additional instructions.

**ALL-CLEAR Notification Method is:** PA Announcement or all clear bell

## **ACADEMIC HONESTY POLICY**

A classroom is a place where all students have the right to an education, the right to feel comfortable, and the right to be treated with respect. Academic honesty is an extremely important factor in maintaining an educational environment which is fair, open and preserves the dignity of all students. Each student is responsible for helping to keep this environment intact. Academic honesty does not simply involve "not cheating", and it is not merely a personal matter. It involves the trust and respect of the teacher as well as that of every student in the class. A violation of the trust and respect of the teacher and fellow classmates is a very serious matter.

Academic Dishonesty includes the following offenses:

**CHEATING ON TESTS AND ASSIGNMENTS:** Any unauthorized use of technology, intentional giving, or using, of outside assistance related to an examination, test, or quiz without permission from the teacher (including misuse of technology). A student guilty of dishonesty such as requesting, giving, or receiving information on an examination, quiz, or assignment designed as an individual rather than collaborative effort will receive a zero on that work. That zero will be averaged into the student's academic grade. Citizenship grade will be lowered as determined by the teacher.

**FABRICATION:** Any falsification or intentional invention of data, sources, or other authority in an academic exercise. If a student falsifies data or sources, the student will receive a zero on the academic assignment. That zero will be averaged into the student's academic grade. Citizenship grade will be lowered as determined by the teacher.

**UNAUTHORIZED COLLABORATION (Sharing Work, Copying):** Any collaboration between a student and another person at times or in ways which are not permitted. Any student who contributes to an incident of Academic Dishonesty may have their academic and citizenship grade lowered. In serious cases, removal from the class may be warranted by the administration.

**PLAGIARISM:** Any intentional use of another person's ideas, words, or work as one's own, as determined by the teacher. Plagiarism includes the misuse of published material, material generated by technology, self-plagiarism or the work of another student. Staff members observing an act of plagiarism will confiscate the work and notify the appropriate teachers.

**FORGERY:** Falsifying or submitting academic work by forging another person's signature. Penalty may include: lowered academic grade, lowered citizenship grade, and /or legal prosecution as determined by the administration.

**TEST/ASSIGNMENT AVOIDANCE:** A pattern of absences and tardies on test days is not acceptable. When it has been determined that a student has a pattern of absences and tardies, excused or unexcused, on test/quiz days within a grading period, the teacher will notify the parent of the potential test avoidance problem. At the teacher's discretion, any further test day absence may result in forfeiting the opportunity to make up the test.

A first offense in violation of the Academic Honesty Policy carries the following consequences:  
*Referral, verified parent contact, as well as possibly a grade of zero on the assignment and a lowered citizenship grade for the grading period in which the first offense occurred.*

Any additional offense carries grave consequences:

*Referral, verified parent contact, and an academic grade of F and a citizenship grade of U for the semester in which the additional offense occurred. The student may be removed from the class, as determined by administration*

**THEFT OR ALTERATION OF MATERIALS:** Any form of physical or technological theft, concealment, alteration, or distribution of student, staff, or library material. A student guilty of stealing or using stolen materials or of altering test or class materials may face suspension, removal from class with a failing grade, removal from MMHS, or all of the above.

## **MMHS TITLE I PARENT INVOLVEMENT POLICY:**

An annual meeting will be held to share with parents the Title I program and its requirements.

Mira Mesa High School will provide a flexible number of meetings to allow for parent involvement. These meetings will be scheduled by the school, when possible, translation services will be provided. Topics covered during the meetings may include:

- Improving communication between the school and home.
- Discussing current student assessment data and student progress.
- Providing information about school and district resources for student academic improvement.
- Evaluating the effectiveness of the school's parent involvement policy to increase parent participation in Title I activities.
- Conferencing with teachers.
- Providing training programs to help parents support and work with their children at home and at school.
- Advocating for teachers and parents.
- Valuing cultural diversity.

Parental input from the parent meetings and training sessions will be shared with the School Site Council (SSC) to provide an organized, ongoing, timely way of involving parents in the planning, review, and improvement of the program.

The school wide parent newsletter is e-mailed home informing parent/community of all meetings of interest. For special meetings, targeted language groups receive notice in their language. Every attempt is made to communicate with parents in their primary language.

During parent meetings, opportunities will be offered for the formulation of parental suggestions. Responses to their suggestions will be reviewed in a timely fashion, if possible, by the next scheduled meeting. Topics that are appropriate for SSC review/action will be placed on the agenda for the next regularly scheduled meeting by the school administration.

Parents are notified annually of individual student assessment results by the Research and Reporting Department and Testing Department. An explanation of the information is available in several languages.

**San Diego Unified School District**  
Office of the Superintendent  
Monitoring and Accountability Reporting Department

## **Title I Parent Involvement Policy and Guidelines for Implementation**

In order to assure collaborative partnerships among Title I and Compensatory Education Programs, schools, parents, and the community, the board, working through the administration, is committed to:

### **1. Involving parents/guardians in the joint development of the district's Title I and Compensatory Education Programs plans, and the process of school review and improvement.**

The district's appropriate departments will:

- a. Involve parents in the development or revision of the Local Education Agency (LEA) Plan. Parents will participate on LEA plan committees. Timeline: October and November.*
- b. Involve parents in the Quarterly and Annual Evaluation of the district's LEA Plan, through the District Advisory Council (DAC) for Compensatory Education.*
- c. Inform parents and DAC representatives about each school's progress in meeting all accountability measures (such as Adequate Yearly Progress and Academic Performance Index) using school's benchmark data and other information from local Board of Education (BOE) reports, the district's website, and reports posted on the DAC webpage.*

- d. Provide school sites with training materials to train new School Site Council (SSC) and English Learner Advisory Committee (ELAC) members.*
- e. Gather input from the community and parents at school cluster meetings.*
- f. Involve parents and the School Site Councils in planning the annual mandatory Title I Parent meeting. Timeline: Involve parents in a planning meeting in September; annual mandatory school site Title I Parent meeting in October.*
- g. Inform parents and the community when the School Accountability Report Cards are available and the school site Title I Parent meetings are held.*

**2. Providing the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.**

The district's appropriate departments will:

- a. Provide centralized and school-site trainings on strategies to link family engagement to improving student outcomes through the Harold J. Ballard Parent Center.*
- b. Provide interpretation services and translation of materials, as appropriate, at parent/community meetings for parents who have limited English Proficiency through the Translation Office.*
- c. Make available website down-loadable "do it yourself" staff development to link family engagement to student learning to boost student achievement (includes agendas, PowerPoints, and handouts) provided by the Parent Outreach and Engagement Department.*
- d. Make available website down-loadable "do it yourself" parent workshops on a variety of topics (includes agendas, PowerPoints, handouts, etc.) to provide families tools linked to student learning provided by the Parent Outreach and Engagement Department.*
- e. Provide links to websites offering current research, promising practices, resources, and information on ways to boost student achievement by implementing strategic parent and community involvement provided on the Monitoring & Accountability Reporting and Parent Outreach & Engagement webpages.*
- f. Provide centralized training to School Site Councils and English Learner Advisory Committees to learn how to conduct effective meetings; to interpret data in order to implement effective family engagement linked to student learning through the Monitoring and Accountability Reporting Department.*
- g. Provide technical assistance to revitalize home school compacts moving from a routine requirement to a powerful tool to communicate with families about student progress and to bridge classroom and home activities to support learning through Parent Outreach and Engagement Department.*
- h. Provide training to volunteer coordinators with specific strategies, resources, and promising practices for recruiting and connecting families to schools and*



*strengthening the home-school partnership through Community Relations Partnership Office and Parent Outreach and Engagement Department.*

- i. Provide Parent Volunteer Coordinator Training through the Community Relations Partnerships Office.*
- j. Assist schools with the implementation of Family Friendly Schools strategies to help staff provide and sustain culturally responsive and inclusive schoolwide practices such as family friendly classrooms, parent centers, events, and front offices. Provide staff training and/or materials for developing effective parent involvement activities to improve student academic achievement through Race and Human Relations and Parent Outreach and Engagement Departments.*

### **3. Building the capacity of schools, staffs, and parents/guardians for strong, effective, and ongoing parent involvement in the education of their children to improve student achievement.**

The district's appropriate departments will:

- a. Provide leadership classes to help parents assume leadership roles at schools and to work as equal partners in the development and implementation of the Single Plan for Student Achievement through the Monitoring and Accountability Reporting and Parent Outreach and Engagement Departments.*
- b. Provide various trainings to help parents interpret student data in order to plan and construct their school's Single Plan for Student Achievement and/or LEA Plan through Monitoring and Accountability Reporting Department.*
- c. Provide San Diego Parent University (daytime) classes and Journey to Academic Success (evenings and weekends) classes at the Harold J. Ballard Parent Center, at school sites, and community locations to connect family engagement to student learning.*
- d. Train school staff how to design and conduct workshops, including literacy, math and parenting classes so schools can offer their own site-specific workshop for parents through Parent Outreach and Engagement.*
- e. Provide training for District Advisory Council (DAC) members on all Title I and Compensatory Education matters at the monthly meetings through Monitoring and Accountability Reporting Department.*
- f. Provide opportunities for administrators to receive information and training on how to implement effective parent involvement programs at schools through Parent Outreach and Engagement.*
- g. Assist schools, as budget allows, with hiring a Parent Academic Liaison (certificated teacher) to develop programmatic structures in order to establish and sustain high levels of parent involvement to support and increase student achievement through Parent Outreach and Engagement.*
- h. Work with community agencies and nonprofit groups to provide community educational forums, events, and other activities to engage families through Parent Outreach and Engagement.*

- i. Provide school sites materials to train new SSC and ELAC members how to be effective members of a team and understand the legal requirements and responsibilities of each committee through Monitoring and Accountability Reporting Department.*

**4. Coordinating and integrating Title I parent involvement strategies with parent involvement strategies under various programs.**

The district's appropriate departments will:

- a. Encourage district and community programs to collaborate in order to provide the most effective services to families and avoid duplication of services.*
- b. Work jointly with the California Parent Information Resource Centers (CPIRC) and utilize their services and material as needed to improve services to families through the Harold J. Ballard Parent Center.*
- c. Make available and/or distribute information about the California Department of Education's Clearinghouse for Multilingual documents so Title I schools can locate, access, and share parental notification documents that have been translated into languages other than English.*
- d. Work collaboratively with the Parent Outreach and Engagement Department and Office of Language Acquisition to coordinate parent involvement services.*
- e. Work collaboratively with the Parent Outreach and Engagement Department and Early Childhood Development Departments to coordinate parent involvement services.*
- f. Work collaboratively with the Community Relations Volunteer Department and Parent Outreach and Engagement Department to organize specific academic volunteer activities.*
- g. Work collaboratively with Gifted and Talented Education (GATE) to coordinate parent involvement services.*
- h. Work collaboratively with the Special Education Department to coordinate parent involvement services.*

**5. Conducting, with parent/guardian involvement, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I and Compensatory Education Programs, including:**

- **Identifying and overcoming barriers to greater participation by parents/guardians in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, and are of any racial or ethnic minority background.**
- **Using evaluation findings to design strategies for more effective parent involvement.**
- **If necessary, revising the district and school parent involvement policies.**

The district's appropriate departments will:

- a. Collaborate with parents in planning the annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of Title I schools. Provide translation services, as appropriate, at parent/community meetings.*
- b. Participate in the annual evaluation of the district Parent Involvement Policy; coordinate the collection and reporting of all district advisory group evaluations by the District Advisory Council (DAC) for Compensatory Education Programs. Participate in the revision of the district Parent Involvement Policy, as needed, according to evaluation results.*
- c. Conduct a review by the District Advisory Council (DAC) for Compensatory Education programs in the district's Consolidated Application with input for budget consideration.*
- d. Ensure meaningful two-way communication regarding the annual evaluation is provided in a timely and regular basis at both the school site and district level, as outlined in District Procedures 9060 and 9062.*

**6. Involving parents/guardians in the activities/strategies of schools served by Title I and Compensatory Education Programs.**

**The district's appropriate departments will ensure:**

- a. The appropriate allocation for program improvement activities is distributed to school sites and included in the school's SPSA.*
- b. Meaningful two-way communication is provided to parents in a timely and regular basis at both the site level and district level, as outlined in district procedures 9060 and 9062.*
- c. Parents are notified and provided a variety of opportunities to be involved in their student's education as indicated in each school's Single Plan for Student Achievement and the site Parent Involvement Policy. All Title I schools receive an allocation for parent involvement activities.*
- d. Schools conduct an annual survey to identify topics of interest to parents in order to plan family engagement activities that support and are aligned to the goals in the SPSA.*
- e. Meetings are conducted at times appropriate to parents to ensure and promote their participation.*
- f. Parents are informed when schools are identified as Program Improvement, and advised about the choices/services students are eligible for under the Program Improvement choice option and/or Supplemental Educational Services (SES).*



## Mira Mesa High School Home/School Compact

Mira Mesa High School and the parents of the students participating in activities, services, and programs funded by:

Title I, part A of the Elementary and Secondary Education Act (ESEA) (Participating children) agree that this compact outlines how the parents, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve California's high standards.

### School Responsibilities

The Mira Mesa High School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet California's student academic achievement standards.
- Provide parents with reports on their child's progress, three times in Semester I and two times in Semester II. A final report will be mailed home from SDUSD offices.

### Parent Responsibilities

We, as parents, will support out child's learning by:

- Monitoring attendance.
- Making sure that homework is completed.
- Participating s appropriate, in decisions relating to my student's education.
- Promoting positive use of my student's extracurricular time.
- Staying informed about my student's education and communicating with the school by promptly reading all notices from the school or the school district either received by my student or by mail and responding as appropriate.
- Serving to the extent possible, on advisory groups, such as the School Site Council, the District Advisory Council for Compensatory Education, The English Learner Advisory Committee or supporting as much as possible MMHS Foundation, Site Governance, PTO, and PBO groups.

### Student Responsibilities

We as students, will share the responsibilities to improve our academic achievement and achieve California's high standards.

- Do my homework every day and ask for help when I need it; attend tutoring when needed.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Arrive on time to each class.

- Be prepared with text and materials for each class.
- Be attentive in class and participate in all learning activities, and follow all instruction from my teacher, counselor, and administrators.

## **Anti-Bullying and Intimidation Prohibition Policy**

### **Bullying, Harassment, and Intimidation Prohibition Policy**

In its commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, the Board of Education will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school busses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation. Any staff member that observes, overhears or otherwise witnesses bullying (including cyber-bullying), harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its reoccurrence as detailed in the applicable Administrative Procedure. Students who observe, overhear, or otherwise witness such actions must, and parents/district visitors are encouraged to report the behaviors to a staff member. At each school, the principal or principal's designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited.

To learn more about the San Diego Unified School District's Safe Schools Task Force, go to:

<https://www.sandiegounified.org/anti-bullying-and-intimidation>

**Mira Mesa High School**  
**i21 Student/Parent Netbook Agreement Form**

**Type I Offense** – Inappropriate Use (e.g. not using the Netbook/iPad for math in math class, using ear buds or printing without teacher permission, etc.)

- First Offense: Teacher conference with student, student loses Netbook/iPad privileges for the remainder of that day.
- Second Offense: Student may completely lose Netbook/iPad privileges for the remainder of the school year as per the discretion of the teacher. The student’s citizenship grade may be lowered to an N and then to a U if repeated offenses occur.

**Type II Offense** – Intentional Damage (e.g. writing on the Netbook/iPad; handling it roughly, spilling any liquid on it, pulling off key pads, scratching the screen, or anything that would deface or destroy the Netbook/iPad.)

- Student/Parent conference, student loses privileges for the remainder of the school year (or until the computer is repaired or replaced), parent phone call, student/parent pays for repairs or replacement (up to \$500 for replacement), and referral. The student’s citizenship grade may be lowered to a U.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## **Title IX of the Education Acts of 1972 prohibits sex discrimination in the following areas:**

### *Sex-Based Harassment/Sexual Harassment (including Sexual Violence)*

- unwelcome conduct of a sexual nature
- sexual violence
- gender-based harassment
- Student Sexual Harassment Policy and reporting procedures details

### *Recruitment, Admissions, and Counseling*

- recruitment materials, admission forms, class or career selection materials, admission of students
- counseling services, brochures, materials

### *Financial Assistance*

- procedures and practices for awarding financial assistance to students

### *Athletics*

- requires nondiscriminatory participation based on student interests and abilities
- equal opportunities (equipment, supplies, training facilities, recruitment, support services, etc.)
  - ▣ financial assistance

### *Marital or Family Status, Pregnant or Parenting Students*

- different treatment on the basis of sex based on parental, family, or marital status
- exclusion in educational programs, or activities based on pregnancy, childbirth, false pregnancy
- lactating students must be provided reasonable accommodations

### *Discipline*

- imposing consequences based on sex, gender identity, failing to conform to stereotypical binary expectations, etc.

### *Schools, Classes, and Extracurricular Activities*

- providing education programs or activities separately on the basis of sex ▣ requiring or refusing participation by students on the basis of sex ▣ NOTE: The following are exceptions:
  1. contact sports in physical education
  2. classes or portions of classes...that deal primarily with human sexuality
  3. non-vocational classes and extracurricular activities within a coeducational...school if certain criteria are met.

For more detailed information refer to the [Title IX Resource Guide](#) from the [Office for Civil Rights](#).

*Employment*

- employment, recruitment, hiring, promotion, compensation, grants of leave, benefits
- consideration or selection for employment
- based on pregnancy or marital status

*Retaliation*

- against anyone who has reported, investigated, filed a complaint under Title IX

Your Rights Under Title IX

Pursuant to Education Code 221.8m you have the right to:

1. fair and equitable treatment and you shall not be discriminated against based on your sex.
2. be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
3. inquire of the athletic director or your school as to the athletic opportunities offered by the school.
4. apply for athletic scholarships.
5. receive equitable treatment and benefits in the provision of all of the following:
  - equipment and supplies
  - scheduling of games and practices
  - transportation and allowances
  - access to tutoring
  - coaching
  - locker rooms
  - practice and competitive facilities
  - medical and training facilities and services
  - publicity
6. have access to gender equity coordinator to answer questions regarding equity
7. contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
8. file a confidential discrimination complaint with the United States Office for Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
9. pursue remedies if you have been discriminated against.
10. protected against retaliation if you file a discrimination complaint

**Notice of Student Nondiscrimination/Notice of Nondiscrimination**



San Diego Unified is committed to making the schools free from unlawful discrimination and providing equal opportunities for all individuals in education. The district prohibits discriminatory practices whose purpose or effect has a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment. The district promotes programs that ensure that discriminatory practices are eliminated in all district activities. Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion.

Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal. A student or parent/guardian who believes that discrimination has occurred may contact the principal for immediate resolution at the site. A student or parent/guardian is not required to attempt resolution through the school site before contacting the District Title IX Coordinator.

#### Filing a Report or Informal Complaint of Discrimination, Harassment, Intimidation, or Bullying Based on Sex

The district believes discrimination, harassment, intimidation and bullying issues may be resolved at the school site. As such, students, parents, or guardians may report any act of discrimination, harassment, intimidation or bullying based on sex (in any area covered by Title IX, including sexual harassment) by a student, staff member or third party directly to the school site's principal for immediate resolution at the school site.

**📋 Investigation of Reports or Informal Complaints:** The responsible school official will conduct a prompt, thorough and impartial investigation into the complaint which will include, but is not limited to, interviewing the accuser and the accused, asking each to provide names of witnesses, interviewing potential witnesses, and gathering relevant evidence. When sex-based discrimination, harassment, intimidation, and bullying is reported, interim steps will be taken to stop harassment and protect the accuser from further harassment pending outcome of the investigation and/or complaint. A thorough investigation is required to protect the accuser, afford due process to the accused, and to ensure resolution of the issue(s). A student, or parent or guardian, is not required to attempt resolution through the school site before contacting the District Title IX Coordinator. At any time during the process students, parents, or guardians, may contact the Title IX Coordinator to report or file an informal complaint directly with the district at:

Lynn A. Ryan, Title IX Coordinator  
San Diego Unified School District

4100 Normal Street, Room  
 2129 San Diego, CA 92103  
[lryan@sandi.net](mailto:lryan@sandi.net)  
 619-725-7225  
 FAX: 725-5529

#### Filing a Formal or Uniform Complaint

Pursuant to Administrative Procedure 1700, (Español) at any time during the site resolution process students, parents, or guardians may file a Uniform Complaint. Completing the Uniform Complaint Form is not required to file a complaint, however the complaint must be in writing and state that it is a formal complaint or a Uniform Complaint. Uniform Complaint Forms can also be obtained from the school, the district's Legal Services Office, the Uniform Complaint Compliance Office, or the Quality Assurance Office.

The Uniform Complaint may be mailed to or filed at:

Legal Services Office  
 San Diego Unified School District  
 4100 Normal Street, Room 2148  
 San Diego, CA 92103

- **Statute of Limitations** - Uniform complaints alleging discrimination, harassment, intimidation and bullying based on sex (including sexual harassment and sexual violence) must be filed no later than six months from the date the complainant first obtained knowledge of the facts of the alleged sexual harassment. The six-month period may be extended for good cause, not to exceed an additional 90 days.
- **Investigation of Uniform Complaints** - The district will undertake an effective, thorough, and objective investigation of the allegations and provide a written report within 60 days of the date receipt of the Uniform Complaint. The report will include a summary of the facts, a decision on the complaint, reason for the decision and corrective actions (if applicable) that have or will be taken, including remedies for the victim. The complainant has the right to present witnesses and evidence.
- **Action** - If the district determines that its policies prohibiting discrimination, harassment, intimidation or bullying based on sex have been violated, disciplinary action, up to and including expulsion (for students) or dismissal (for employees) will be taken. Remedial actions which are designed to end the harassment, prevent its recurrence and address its effects on the harassed student, will be provided to the victim. Remedial action(s) will also be required of the school site.
- **Retaliation** - The district prohibits retaliation against any participant in the complaint process including witnesses. A separate Uniform Complaint may be filed if retaliation occurs against any individual involved in the processing of discrimination, harassment, or bullying complaint. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. Follow up with the student will occur to ensure the harassment has stopped and that there is no retaliation.

A student or parent/guardian is not required to attempt resolution through the school site before contacting the District Title IX Coordinator and/or filing a formal Uniform Complaint.

Lynn A. Ryan, Uniform Complaint Compliance Officer  
San Diego Unified School District  
4100 Normal Street, Room  
2129 San Diego, CA 92103  
[lryan@sandi.net](mailto:lryan@sandi.net)  
619-725-7225  
FAX: 725-5529